



TOP 10 BEST PRACTICES WHEN HIRING AND EMPLOYING HOUSEHOLD AND PROPERTY EMPLOYEES

1. To hire like a professional, give yourself a minimum of eight to ten weeks to write a comprehensive job description, research compensation trends, market the job, and interview and vet the best candidates.
2. Begin the process of creating the job description by outlining the details of the daily responsibilities, the preferred work schedule, and expectations. Review this written document with your candidates to match for skill, experience and character required for the job.
3. After selecting the top candidates use a TLHRM Work Life Profile® to professionally vet candidates. Never rely on online background checks to verify poor work performance, reliability or potential criminal activity.
4. The fourth step to lowering risk with new hires: Have workers' compensation in place prior to hire and immediately place employees on payroll, include the required documentation and classification.
5. Employers are responsible for the management of employee time sheets and paying overtime wages. Most household employees will be classified as hourly employees and will not be on a salary.
6. Payroll records must be kept for a minimum of three years to comply with the Fair Labor Standards Act (FLSA) and six years for paid sick leave see (item 8).
7. Provide employees with state mandated workers' compensation insurance, whether part or full time.
8. Provide employees with state mandated paid sick leave. Currently there are 13 states with paid sick leave polices for employees.
9. Provide an HR mediator for employee concerns or complaints.
10. Hire an advisor with expertise in the hiring and day-to-day management of household and property employees.



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