

**TRAINING WORKSHOP REPORT FOR DOMESTIC WORKERS
ON HOW TO COMPLETE RECORD KEEPING TOOL**



PREPARED BY: VICKY KANYOKA

IDWN COORDINATOR, AFRICA REGION

DEOGRASIA VULUWA

CHODAWU, DIRECTOR OF GENDER, WOMEN AND CHILDREN

**WORKSHOP HELD AT CHODAWU DOMESTIC WORKERS CENTRE, GONGO
LA MBOTO, DAR ES SALAAM -TANZANIA**

27TH APRIL 2013.

A TRAINING WORKSHOP FOR DOMESTIC WORKERS ON HOW TO COMPLETE RECORD KEEPING TOOLS

1.0. INTRODUCTION

The International Domestic Workers Network (IDWN) and Conservation, Hotels, Domestic, Social Services and Consultancy Workers Union (CHODAWU) with the support of ILO (Geneva) conducted a study on recording working time for domestic workers. The study was based on local practices on the following aspects:

- (a) How employers and domestic workers lack tools and awareness of how to count and record time worked
- (b) How employer and domestic workers lack knowledge and tools on how to plan proper remuneration systems

Prior to the study, a one day workshop was conducted to 20 (15 Females, 5 males) live-in domestic workers and two matrons. The workshop was facilitated by two officials from CHODAWU and IDWN. The workshop was conducted on the 27th April 2013 in CHODAWU Training Centre at Gongo la Mboto in Dar Es Salaam Region.

This report provides a summary of training workshop which involved presentations, discussions, group work and the recommendation including the formation of task force to follow on workshop recommendations and way forward.

2.0 OBJECTIVES OF THE WORKSHOP WERE AS FOLLOWS:

- 2.1 Gaining knowledge and skills on how to calculate and record their own working time and remuneration
- 2.2 Provision of information on related tasks performed by domestic workers in order to learn how to estimate working time and remuneration system
- 2.3 Creation of awareness to domestic workers on legal aspects and how count on working hours and other benefits

3.0 THE PROCESS

- (a) Translation of tools from English to Swahili: The first step was to translate the working tools from English to Swahili. This process was done by technical team from IDWN and CHODAWU. It also involved one representative of domestic workers and one matron in order to get the insight of local realities and other terminologies.
- (b) Domestic Workers were oriented in order to equip them with skills and knowledge on how to relate working time and tasks performed

- (c) Domestic workers were oriented with legal issues concerning working time and remuneration systems according to the labour laws in Tanzania.

4.0 TRAINING AND PRESENTATION

4.1 Tanzanians Labour Laws

This Topic was facilitated by Deograsia Vuluwa, the CHODAWU Director of Gender, Children and Youth Development. The emphasis was on the following: (a) The definition of Domestic Workers (b) The rights of Domestic workers in Tanzania by



taking into account the Employment Labour Relations Act No. 6 of 2004 and Labour Institutions Act No. 7 of 2004 (c) The contract of Employment (d) legal working hours, which is 9 hours per day, 45 hours per week (e) night hours (f) the right to overtime for excessive working hours, which includes Public Holiday (g) a weekly rest period of 24 hours between the last ordinary working day in the week and the first ordinary working day of the next week and a daily rest

day of 12 consecutive hours between ending and recommencing work (h) Annual Leave of 28 days, Maternity leave of 84 days for a child and 100 days for more than one child (i) Salaries (j) Job descriptions

With regard to this topic, participants were asked to consider (a) employment standards when they work especially on working hours (b) rest hours and (c) the leave provided under the law. It was emphasized that, it was important for them to fill-in forms which was provided later to them appropriately on working hours, days and other related issues.

4.1 Questions and Answers

- (a) Participants were enthusiastic to understand if the working time for domestic workers should be different from other employed workers as most domestic workers work more than 9 hours per week.

Response: It was replied that the law covers all workers and domestic workers should work 9 hours as other workers.

- (b) Participants asked why they performed all tasks at home which normally force them to work long hours without rest

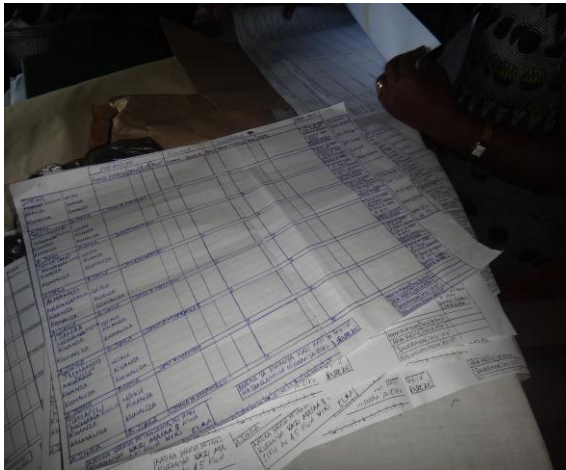
Response: It was elaborated that, it was a wrong practice for domestic workers to work long hours without job descriptions. Domestic workers were told to ask for job descriptions in which the employers should elaborate on which tasks the employees are supposed to perform.

- (d) Participants were eager to understand the reasons why most employers reject maternity leave

Response: It was replied that, there are no strong reason for rejection of maternity leave it is just their common practice which is contrary to the national labour law. It was insisted that domestic workers like other workers should be given their maternity leave and other leave provided in the law.

4.2 Filling the forms and calculation of working time

This topic was facilitated by Vicky Kanyoka, The African Regional Domestic Workers Coordinator.



Ms. Vicky started her presentation by asking the participants to outline different tasks performed on a daily/weekly basis. The tasks outlined were: (i) cooking (ii) washing (iii) cleaning (iv) sweeping (v) taking care of the babies, sick and old people (vi) gardening (vii) fetching water

Ms. Vicky introduced to the participants the time sheet and how to fill it by considering: (i) tasks performed (ii) working hours per each tasks (iii) the rest hours (iv) the interruptions (v) wages and salaries

In this topic, the facilitator insisted on the importance of the tool and how it can assist domestic workers and their employers in understanding and recording the working time of domestic workers. The facilitator elaborated the steps on how to fill the forms.

4.2.1. Questions and Answers

- (a) Participants were keen to understand on how they can fill the forms in the presence of their employers as some of the employers do have closer supervision to the domestic workers while working.

Response: It was replied that domestic workers should fill the forms throughout the day or just before they go to sleep or any time they feel appropriate. So they should be flexible in filling it. However if they fear the employer they can try to fill it in the absence of the employer.

- (b) It was noted that most domestic workers do not have watches and therefore, it can be difficult to record the time.

Response: It was explained that, participants can also use the time from their mobile phones or wall clock if they exist. On top of this participants were asked if there was anyone who does not have an access to watch, all of the participants did not have that problem.

5.0 GROUP WORK

Participants were divided into four (4) groups; each group had five (5) participants. The participants were asked to fill the forms, while filling the forms were asked to think about their tasks at home, time allocated for each tasks, rest period (if any), interruptions and the time for salary payment. The facilitators, Ms Vicky and Deograsia were going around the groups to assist the participants on how to fill well the forms.



The participants did the work in the allocated groups and present. The responses given to those groups were more or less similar in-terms of working time, tasks given and mode of

salary payments. Most of the presentations indicated that domestic workers are working more than 13 hours up to the 18 hours. They also do a lot of tasks with no job descriptions. In addition to that domestic workers have no permanent date for salary; some are paid less or not paid at all.

5.1 Other issues/Comments raised by the domestic workers after the exercise:

Tasks: (i) "Through this exercise we have come to learn that we have too much tasks than what we are being paid." said Seif.

(ii) “You know madam, I normally get my salary on the 40th date or more than that, it all depends on the employer’s decision.” Said one of the participants.

(iii) Standby: Men are the one who come late home, so we often have to wake up and open the doors or gates, but for women the challenge comes. When they are breast-feeding their children or if they come from weddings.

6.0 CONCLUSION

6.1 Main Issues Agreed and Way Forward

Ms. Vicky Kanyoka, the Coordinator for International Domestic Workers Network (IDWN), African Region insisted to the participants that the record sheet is the appropriate strategy to be employed in order to understand working hours, actual working time and tasks done per day. She stressed on the usefulness of the information that will be filled in the sheet as the suitable strategy to overcome the problem associated to working time and remuneration.



For the purpose of ensuring the matters agreed in the workshop, the Task Force was formed with membership that includes the Facilitators (Ms. Vicky Kanyoka and Ms. Deograsia Vuluwa), and the matrons.

With the formation of the Task Force, the following were agreed as a way forward:-

- (a) To make a close follow up of the forms so as to make sure that are filled appropriately.
- (b) To solve any problem which arise in the course of filling the forms.
- (c) To collect the forms when completed

6.2 Closing Remarks

The facilitators thanked all participants for accepting to be part of the workshop/exercise and appreciated the diverse views and their free expression as it reflect the right spirit for domestic workers issues. Participants were encouraged to take their time to fill the forms which were the best tools for domestic workers achievement.