

PAY AND BENEFITS READING

Pay Information

All new employees start at **minimum wage**. This means you **earn** \$7 per hour from 9am to 5pm. But this is not your entire **salary**. There are many ways to earn more than this.

There is extra pay for evenings and weekends. **Overtime** is 1.5 times the normal **rate**: \$10.50 per hour.

We offer a **commission** of 2% on any sales over \$50. The commission rises to 3% on sales over \$500. Our best sales people can **double** their basic salary with commission!

Every six months there is a **pay review**. In a pay review we sit down together and talk about your **performance**. All employees who perform well get a **raise**. So, show us what you can do!

Listen and read this pay guide for new employees. Then, choose the correct answers. How can an employee earn more money?

1 What is the purpose of the guide?

- A. to explain the parts of a pay review**
- B. to describe an available job position**
- C. to compare salesmen and new employee pay**
- D. to inform employees of ways to earn more money**

2 Employees earn twice as much money by

- A. working overtime**
- B. making commission**
- C. earning pay raises**
- D. completing pay reviews**

3 What is discussed at a pay review?

- A. increasing an employee's work hours**
B. an employee's overtime opportunities
C. how well an employee is working
D. an employee's level of commission

Fill in the blanks with the correct words and phrases from the word bank.

overtime **rate** **raise** **pay review**

1 Ellen requested to work _____

2 Carl has his yearly _____ later today.

3 Keith was happy to earn a _____.

4 This _____ of pay for this job is too low.

Find the words

ACROSS

2. to receive something in exchange for work
4. a percentage of the profit of a sale given to the employee who arranged the sale
5. a set amount of money an employee will earn per month or year
6. the act of doing a particular task or job

DOWN

1. the lowest rate of pay that is usually provided to new employees
3. to multiply by two

A crossword puzzle grid with 6 numbered squares. The grid is composed of white squares for letters and black squares for empty space. The numbers are: 1 (top right, vertical), 2 (top middle, horizontal), 3 (middle left, vertical), 4 (middle right, horizontal), 5 (bottom right, horizontal), and 6 (bottom left, horizontal).