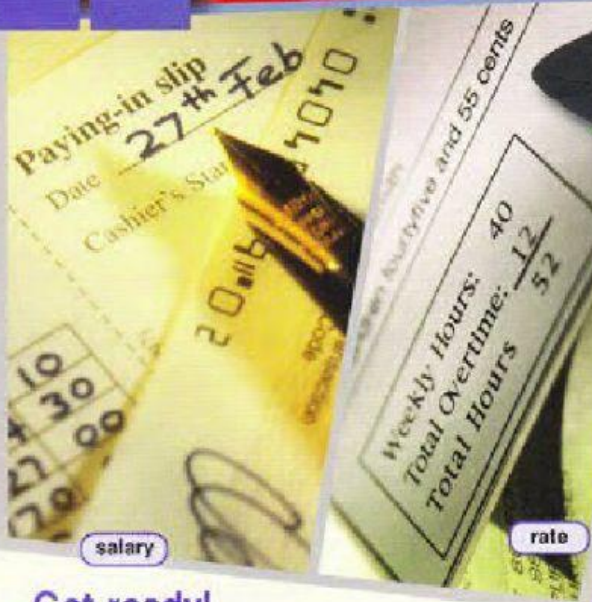




11 Pay and benefits



salary

rate



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!

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What kinds of jobs pay the highest and lowest salaries?
- 2 Do you think the most difficult jobs always get the highest wages?

Reading

2 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

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | |
|-----------------|-------------------|
| 1 __ double | 4 __ salary |
| 2 __ commission | 5 __ minimum wage |



- 2 Employees earn twice as much money by
- working overtime
 - making commission
 - earning pay raises
 - completing pay reviews
- 3 What is discussed at a pay review?
- increasing an employee's work hours
 - an employee's overtime opportunities
 - how well an employee is working
 - an employee's level of commission

- 3 __ earn 6 __ performance
- to receive something in exchange for work
 - a set amount of money an employee will earn per month or year
 - the lowest rate of pay that is usually provided to new employees
 - a percentage of the profit of a sale given to the employee who arranged the sale
 - the act of doing a particular task or job
 - to multiply by two

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

Word BANK

overtime rate raise pay review

- Ellen requested to work _____.
- Carl has his yearly _____ later today.
- Keith was happy to earn a _____.
- This _____ of pay for this job is too low.

Listening

- 5 Listen to a conversation between two employees. Mark the following statements as true (T) or false (F).

- __ The woman asks for a pay raise.
- __ The man denies the woman's request.
- __ The woman can work extra hours on weekends.

Speaking

- 7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

Can you do me a favor?
\$7 an hour isn't much.
I need all the hours I can get.

Student A: You want to earn more money. Talk to Student B about:

- current rate of pay
- extra shifts
- overtime

Student B: Answer Student A's questions about increasing pay. Make up a name for the weekend manager.



6 Listen again and complete the conversation.

Employee 1: Hi John. Can you do me a favor?

Employee 2: Maybe. What is it?

Employee 1: Well, I'm making 1 _____.
And \$7 an hour isn't much.

Employee 2: Yeah, that's hard. I remember what it was like before my 2 _____.

Employee 1: So I'm hoping to earn some 3 _____.
Can I take one of your 4 _____?

Employee 2: Oh, sorry. I need all the hours I can get. But I know they need help on 5 _____.

Employee 1: I didn't know that. How can I 6 _____?

Employee 2: Just talk to Mary, the weekend manager.

Writing

- 8** Make notes about the different ways to increase your salary based on the conversation from Task 7 and the pay guide for employees.

Overtime Hours Request

Name: _____

Current rate of pay: _____

Overtime rate of pay: _____

Reason for Request: _____

When you would like extra hours: _____

