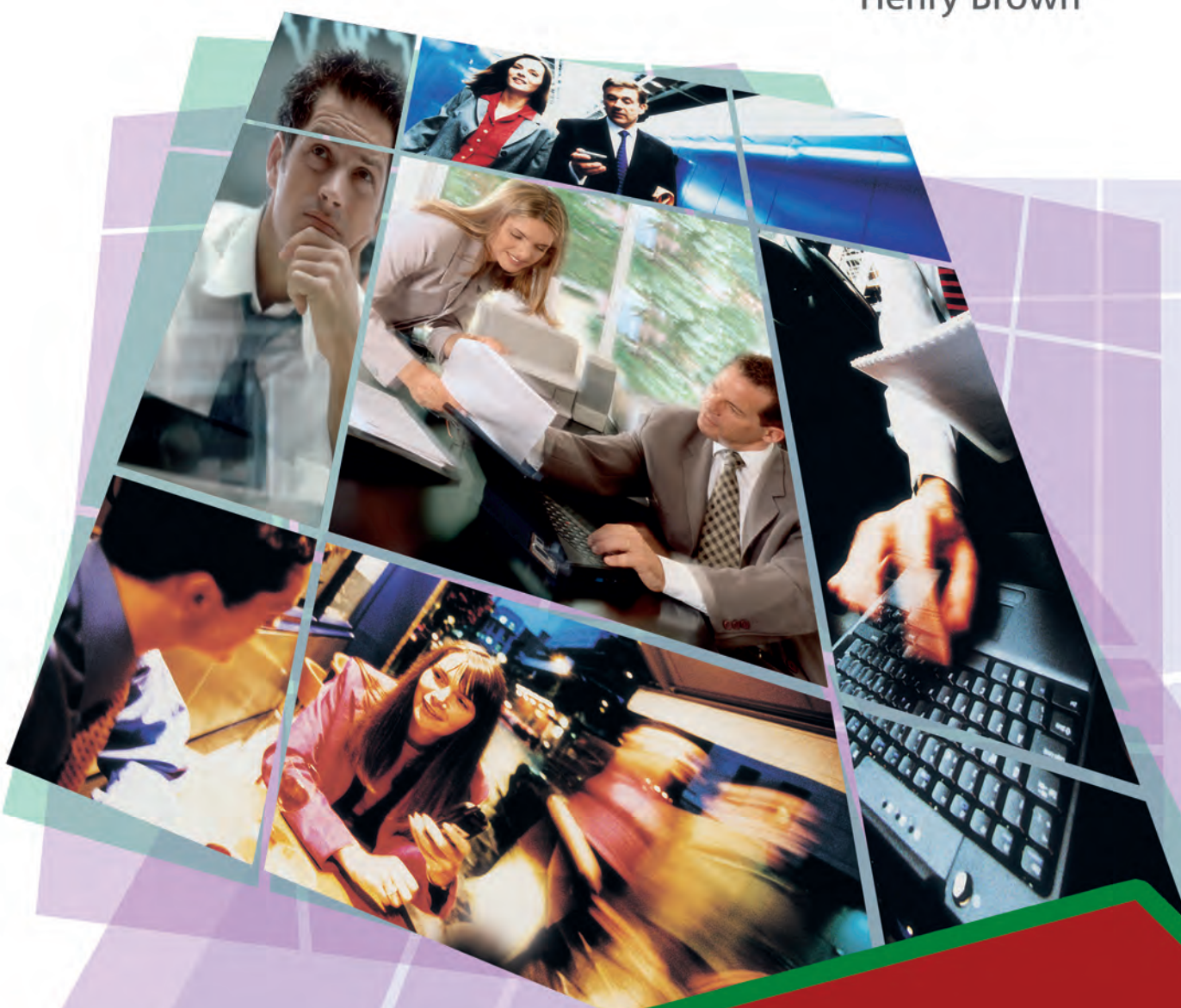


**CAREER
PATHS**

Management I

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Henry Brown



Express Publishing

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11 Pay and Benefits

Get ready!

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

- 1 What are some benefits given to employees?
- 2 Why do businesses offer benefits?



health insurance



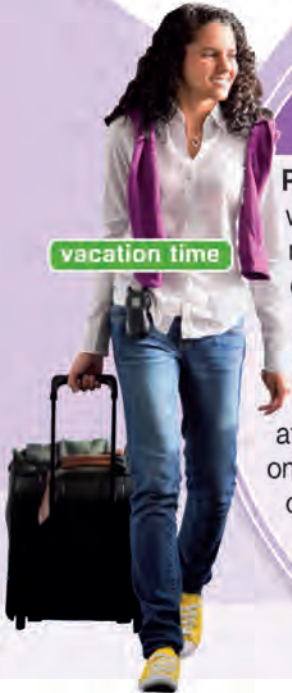
retirement plan

Benefits Package Entry-Level Positions

Pay and benefits for entry-level employees increase with time at the company. Entry-level employees receive **minimum wage** for one year. After that time, employees earn a **salary** of \$40,000 a year.

New employees are not eligible for **overtime** without managerial approval. Overtime benefits begin after six months. **Health insurance** and **dental** benefits begin after three months. Employees earn **vacation time** after one year with the company. **Stock options** are also offered after one year of employment.

Harrison Manufacturing offers several **retirement plans**. After six months, employees may enroll in the plan of their choice.



vacation time



overtime



dental



pay

HARRISON MANUFACTURING - Employee Handbook - Section 3:

Reading

2 Read the benefits package from the handbook. Then, choose the correct answer.

- 1 What is the article mainly about?
A the benefit of retirement plans
B benefits for certain employees
C how stock options work
D an overview of health insurance
- 2 Which of the following must be approved by a supervisor?
A overtime C health insurance
B dental D retirement plans
- 3 Which benefit begins after one year?
A dental C overtime
B salary D stock options

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|-------------------|----------------------|
| 1 — vacation time | 5 — retirement plans |
| 2 — salary | 6 — health insurance |
| 3 — stock options | 7 — benefits |
| 4 — overtime | 8 — minimum wage |

- A the services provided by employers in addition to being paid
 B a policy to set money aside from one's paycheck to be spent when employment ends
 C the paid time away from work that is allotted to employees
 D the time worked and paid beyond an employee's normal hours
 E the insurance against paying for the cost of medical care
 F a benefit given to employees to purchase company stocks at a discounted price
 G the lowest pay that employers can legally pay employees
 H a set amount of money made during the year as determined by the employer that is paid in installments

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 benefits / salary

A Fortunately, my job has really good _____ to cover medical expenses.

B Susan's yearly _____ is too low for her to purchase a house.

2 dental / health insurance

A This job includes _____, so you won't have to worry about your teeth.

B Most jobs offer _____ to cover medical expenses.

5 Listen and read the benefits package from the handbook again. When does Harrison Manufacturing begin offering benefits to its employees?

Listening

6 Listen to a conversation between an HR representative and an employee. Mark the following statements as true (T) or false (F).

1 ___ The woman wants to talk about overtime benefits.

2 ___ The man is not eligible for dental yet.

3 ___ The man is very interested in the retirement plan.

7 Listen again and complete the conversation.

Representative: Hi, Mike. You've been here now for six months. So let's discuss some **1** _____ you may want.

Employee: What are my options?

Representative: Let's see, you're now eligible for **2** _____ and our retirement plan.

Employee: That's great. What's the **3** _____ like?

Representative: Well, it's pretty simple. The company withholds money from your paycheck. That money is **4** _____ for your retirement.

Employee: That **5** _____ enough.

Representative: Is that something you'd like to sign up for?

Employee: Oh, yes. I **6** _____ do.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Let's discuss ...

What's the ... like?

I definitely ...

Student A: You are an HR representative. Talk to Student B about:

- benefit options
- benefit details
- interest in benefits

Student B: You are a new employee. Talk to Student A about what benefits interest you.

Writing

9 Use the conversation from Task 8 and the handbook to complete the questionnaire about benefits.

Benefits Questionnaire

Which benefit(s) interest you the most?

Would you choose to sign up for a retirement plan? Explain.

Which benefit(s) do you think are unnecessary?
