

## 3

## Employee relations

## STARTER

Here are some word partnerships that apply to employee relations. Some of the letters are missing. Complete the words and then match them with the definitions on the right.

s□□ dis□□□ m□□□□ t□□ n<sup>1</sup>

con□□□ ct of em□□□□ m□□□ t<sup>2</sup>

□□ qu□□□ pay<sup>3</sup>

pa□□ n□□□□ l□□□ ve<sup>4</sup>

workp□□□□ inj□□□□ es<sup>5</sup>

s□□ ort-t□□ m□□ w□□ rk□□□□ g<sup>6</sup>

disc□□ pl□□ n□□□ y and gr□□□□ van□□□ e procedure<sup>7</sup>

w□□□ k-re□□□□ ted st□□□□ ess<sup>8</sup>

- a reduced working hours, usually when a company has a decrease in production
- b accidents that happen at work
- c to treat someone of either sex unfairly
- d the right for parents to take time off work to look after a child
- e the same salary for men and women
- f stress caused by negative factors in the job
- g procedure when an employee breaks the rules and what the employee can do if unhappy with a decision
- h written details given to an employee to confirm terms and conditions

Now match the headlines below with some of the word partnerships above.

**A 6,000,000 hours lost in one year**

**B 80% of males don't take daddy time off**

**C Woman refused job on oil rig**

**D Secretary falls over pen – company must pay**

**E Waiters paid more than waitresses**



**1** A recruitment officer, June Stewart, and a team leader, Chiara Rossi, are discussing terms and conditions with Marion Pelletier, who has just been offered a position with Business Systems Ltd at their Manchester office. Listen to the conversation and decide whether the following statements are true  or false .

- 1 Marion will be working flexitime in her new job.
- 2 She will be paid for the first 12 weeks if she is ill.
- 3 Her holiday entitlement is 20 days from the date she starts with Business Systems.
- 4 She sent in copies of her references with her application.
- 5 She hasn't told her employer in Marseille she's leaving yet.
- 6 She will receive the offer letter in two weeks.



**Complete the sentences giving information about employment terms and conditions, by matching the two halves of the sentences.**

- 1 I'm afraid we don't
  - 2 We'd like to tell you something
  - 3 I'm sure that won't be a problem
  - 4 By the way, we're currently looking
  - 5 So let's start with
  - 6 If you are ill, we expect you
- 
- a as it's only a week.
  - b about conditions of employment.
  - c to phone in as early as possible ...
  - d your hours.
  - e at more flexible working arrangements ...
  - f operate flexitime yet.



**Listen to the extract again and fill in the missing words in each sentence (the first letter and a clue at the end are given).**

- 1 We currently o\_\_\_\_\_ a 40-hour week (plus lunches). (to do something in a particular way)
- 2 ... there may be o\_\_\_\_\_ during busy periods. (working longer hours than normal)
- 3 This is either paid or given as t\_\_\_\_\_ o\_\_\_\_\_ in lieu. (when you are not working)
- 4 Your paid a\_\_\_\_\_ holiday is 20 days. (per year)
- 5 We'll be t\_\_\_\_\_ up references with your previous and present employer. (to apply for)
- 6 We'll make the offer of employment 's\_\_\_\_\_ to satisfactory reference'. (conditional on)

#### Did You Know?

The practice whereby employees can choose exactly what time they start and finish work is called *flexible working*, *flexible hours*, *flexitime* (U.S.), and *flexitime* (U.K.).

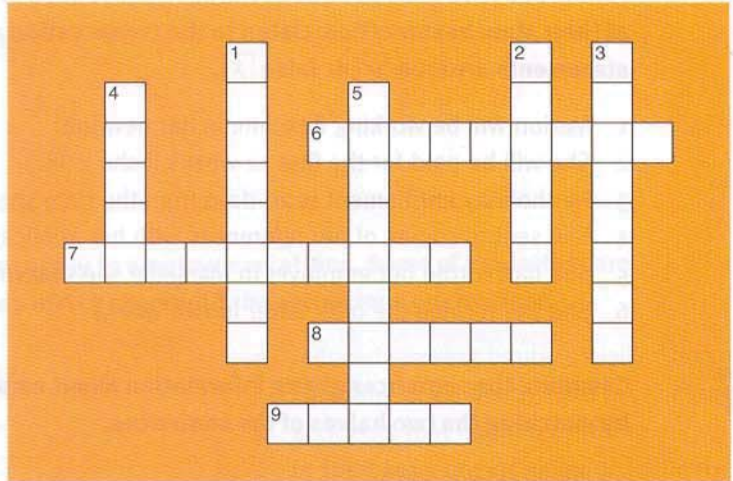
**2 Complete the puzzle with words from the listening exercise.**

**Across**

- 6 the opposite of temporary
- 7 ways of doing things
- 8 instead (of sth else)
- 9 to get official permission: to ... sth with sb

**Down**

- 1 people who supply the information in 5 down
- 2 to agree to sth, to keep a promise
- 3 an official written agreement
- 4 letter containing all terms and conditions: ... letter
- 5 information about how well you worked in your previous job(s)



**3 Complete the table with words and phrases from the box.**

| Working time      | Employment status   | Absence             | Ending employment |
|-------------------|---------------------|---------------------|-------------------|
| <i>shift work</i> | <i>trial period</i> | <i>annual leave</i> |                   |
|                   |                     |                     |                   |
|                   |                     |                     |                   |
|                   |                     |                     |                   |

~~shift work~~ • notice period • ~~annual leave~~ • part-time employment • ~~trial period~~ • core time • sick leave • public holiday • resignation • vacation • dismissal • fixed-term contract • six-day week • redundancy • temporary employment • flexitime • probationary period • holiday entitlement

**Compare your table with a partner's and try to add words to each category.**

**4 Word families: Complete the following sentences with words related to the key word *flex*. (You might need to add prefixes or suffixes and change the form.)**

- 1 We have a very \_\_\_\_\_ system in the company for our staff who need time off work for childcare.
- 2 We've been operating \_\_\_\_\_ in the company since the early 90s.
- 3 There is little or no \_\_\_\_\_ for our staff in terms of hours of work as they have to be around when our customers need them.
- 4 Unfortunately, our managing director is very \_\_\_\_\_ when it comes to deadlines.