

UNIVERSITAS KRISTEN WIRA WACANA SUMBA

WEEK 10

BEING EMPLOYER

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ENGLISH FOR LAW



Review

Negligence happens when someone causes harm or damage to another person because that someone is not careful enough.

- Someone needs to have a duty to be careful with his or her conduct that can cause harm or damage to another person.
- The duty of care is the duty not to cause harm or damage to another person.
- Negligence is the most common ground for an action in tort.

prove membuktikan	particular way cara tertentu	guilty bersalah	require mengharuskan
breach pelanggaran	receive menerima	redress kompensasi	form of damages bentuk ganti rugi
bring membawa	suffer menderita	decide memutuskan	proof of damage bukti kerusakan
aim bertujuan	deterrent pencegah	unfair tidak adil	need butuh
rules aturan-aturan	persuade membujuk	entitled berhak atas	actionable <i>per se</i> penuntutan hukum tanpa bukti

1. Can expresses ability in the present or future.
 - She can ask for compensation.
2. May expresses possibility in the present or future.
 - Your negligence behavior may lead to harm or damage
3. Must/have to expresses necessity. They express the idea that something is necessary.
 - His lawyer must prove that the shop owner was in breach of her duty of care.
 - They have to pay compensation for negligence conduct.

Being an employer

An employer is a person who have a business and pay people who work for him or her.

An employer must :

- define job responsibilities
- set up working hours
- manage remuneration
- comply with labor law

Key Vocabulary Before reading

employer	admin work	wages	suppliers
employees	payroll	order	employ
staff	part-time	full-time	payment
manager	salary	remuneration	office
secretary	pay	invoices	maternity leave

Key Vocabulary Before reading

employer	admin work	wages	suppliers
atasan/pemberi kerja	pekerjaan administrasi	upah	para pemasok
employees	payroll	order	employ
pegawai/karyawan	sistem penggajian	pesanan	mempekerjakan
staff	part-time	full-time	payment
staf/pegawai	paruh waktu	penuh waktu	pembayaran
manager	salary	remuneration	office
manajer	gaji	remunerasi	kantor
secretary	pay	invoices	maternity leave
sekretaris	membayar	faktur transaksi	cuti hamil

Reading.

This text about being an employer.

My name is Firat Sanjaya and I am an employer in the town of Waingapu. This means that I have business and I pay people to work for me. I am the owner of three shoe shops and I employ a total of 18 employees. I have a lot of staff working for me. Some of my staff work in the shops and some of them work in the office. Our office is situated above one of the shops. I employ an office manager and secretary in the office. The manager has responsibility to control the office. The secretary helps the office manager in the office. These two people are my office staff and they deal with all the admin work or administrative work connected with the shops. For example, the office staff order goods to sell in the shops and they also pay the invoices we receive from suppliers. Another duty of the office staff is to deal with the payroll.

Cont....

The payroll is a list of the office staff who work for business. The payroll shows me who work for the business and what remuneration each person receives from me each month. Remuneration is a formal word meaning “payment”. My employees receive a salary. A salary is an amount of money that an employee receives each month. Employees who receive payment every week usually refer to this money as wages rather than salary. Both salary and wages are sometimes called “pay”. Some of my employees work full-time and some of them work part-time. My full-time staff work for 35 hours a week and my part-time staff work for 15 hours a week. In employment contract, I give all my staff four weeks’ holiday, pension, sick pay, maternity leave and other benefits.

(Catherine, Mason, 2016, pp.119)

Question

1. What type of shops does Firat Sanjaya own in Waingapu?
2. How many staff does Firat Sanjaya employ?
3. What do the manager and secretary do in the office?
4. What is an example of administrative office do in the office?
5. What an information does the payroll show Firat Sanjaya?
6. What is the difference of salary and wages?
7. Are Firat Sanjaya's staff paid weekly or monthly?
8. How many hours a week do Firat Sanjaya's full-time and part-time staff work?

Answer

1. What type of shops does Firat Sanjaya own in Waingapu?

- Firat owns shoe shops

In the text:

“This means that I have business and I pay people to work for me. I am the owner of three shoe shops and I employ a total of 18 employees”.

Cont....

2. How many staff does Firat Sanjaya employ?

- Firat employs 18 employees.

In the text:

“This means that I have business and I pay people to work for me. I am the owner of three shoe shops and I employ a total of 18 employees”.

Cont....

3. What do the manager and secretary do in the office?

- The office manager has to control the office, while the secretary helps the manager.

In the text:

“I employ an office manager and secretary in the office. The manager has responsibility to control the office. The secretary helps the office manager in the office”.

Cont....

4. What are examples of administrative office do in the office?

- Office staff orders goods to sell, pay invoices from suppliers, and to deal with the payroll.

In the text:

“For example, the office staff order goods to sell in the shops and they also pay the invoices we receive from suppliers. Another duty of the office staff is to deal with the payroll”.

Cont....

5. What an information does the payroll show Firat Sanjaya?

- The payroll shows who works for the business and the remuneration each person receives from Firat each month.

In the text:

“The payroll shows me who work for the business and what remuneration each person receives from me each month. Remuneration is a formal word meaning “payment”.”

Cont....

6. What is the difference of salary and wages?

- A salary is usually paid each month, while the wage is paid every week.

In the text:

“A salary is an amount of money that an employee receives each month. Employees who receive payment every week usually refer to this money as wages rather than salary.”

Cont....

7. Are Firat Sanjaya's staff paid weekly or monthly?

- Firat's staff receive salary monthly

In the text:

“My employees receive a salary. A salary is an amount of money that an employee receives each month”.

Cont....

8. How many hours a week do Firat Sanjaya's full-time and part-time staff work?

- Firat's full-time staff work for 35 hours and his part-time staff work for 15 hours.

In the text:

“Some of my employees work full-time and some of them work part-time. My full-time staff work for 35 hours a week and my part-time staff work for 15 hours a week”.

Exercise

Put the correct word from the key vocabulary into the sentences below.

1. I sued all the _____ as they failed to supply the shoes to my shop on agreed date.
2. Yanto paid _____ to his employees every week.
3. Most of the employees in that company work for 35 hours as _____ staff.
4. As an office staff, Diana must deal with the _____ to pay people who work in the company.
5. She took _____ for three months because she is going to give birth next week.
6. Firat Sanjaya needs to _____ two new sales assistants in two of his shops.
7. I applied for _____ in that company because I like administration job.
8. Dian works as a _____ ten years. Her main responsibility is to help the office manager.

Answer

1. I sued all the **suppliers** as they failed to supply the shoes to my shop on agreed date.
2. Yanto paid **wages** to his employees every week.
3. Most of the employees in that company work for 35 hours as **full-time** staff.
4. As an office staff, Diana must deal with the **payroll** to pay people who work in the company.

Cont...

5. She took **maternity leave** for three months because she is going to give birth next week.
6. Firat Sanjaya needs to **employ** two new sales assistants in two of his shops.
7. I applied for **admin work** in that company because I like administration job.
8. Dian works as a **secretary** for ten years. Her main responsibility is to help the office manager.

Heading of clauses in an employment contract

Here are examples of clause headings in an employment contract:

- Terms of the contract (Ketentuan- ketentuan kontrak)
- Job title (Nama jabatan dalam pekerjaan)
- Working hours (Waktu jam kerja)
- Remuneration (Imbalan atau penghargaan berupa gaji, bonus atau insentif)
- Holidays (Liburan)
- Sick pay (Pembayaran sakit)
- Pension (Pensiun)
- Confidentiality (Kerahasiaan informasi)
- Termination (Pengakhiran/penghentian)

Exercise

Match the correct clause headings with each extracts of an employment contract.

1. “The Employer may end this agreement by giving four weeks” written notice to the Employee”.
2. “The Employee is required to work on Mondays to Fridays between 8.30 am and 5.30 pm, with one hour for lunch”.
3. “The Employer agrees to employ the Employee in the position of office secretary”.
4. “The Employee is entitled to 30 days per year in addition to public holidays”.
5. “The Employee shall not during the term of his or her employment disclose any material information relating to his or her employment to any third party”.
6. “The Employer shall pay the Employee a salary of Rp. 72.000.000”.
7. “On the first day of your absence from work you must inform your manager. If you are absent for more than seven days you must provide your manager with a medical certificate signed by your doctor”.

Answer

1. “The Employer may end this agreement by giving four weeks” written notice to the Employee”.

The clause is **Termination**

2. “The Employee is required to work on Mondays to Fridays between 8.30 am and 5.30 pm, with one hour for lunch”.

The clause is **Working hours**

Cont...

3. “The Employer agrees to employ the Employee in the position of office secretary”.

The clause is **Job title**

4. “The Employee is entitled to 30 days per year in addition to public holidays”.

The clause is **Holidays**

Answer

5. “The Employee shall not during the term of his or her employment disclose any material information relating to his or her employment to any third party”.

The clause is **Confidentiality**

6. “The Employer shall pay the Employee a salary of Rp. 72.000.000”.

The clause is **Remuneration**

Answer

7. “On the first day of your absence from work you must inform your manager. If you are absent for more than seven days you must provide your manager with a medical certificate signed by your doctor”.

The clause is **Sick pay**

Information of an employment contract end

- Resignation means that an employee will stop working for the employer's business.
- Retirement means that an employee leaves his or her job because she or he is a certain age.
- Redundancy means that an employee leaves his or her job because the employer does not need him or her.
- Dismissal means that an employer is unhappy with the performance or behavior of the employee and he or she no longer has a job.
- A fixed term contract ends means that an employee leaves his or her job because the contract is for specific period of time, which has ended.

Exercise

1. _____ is a great problem in Indonesia at the moment. Millions of people lost their jobs.
2. I just gave my letter of _____ to my manager last week.
3. The employer's _____ was not fair. He breached employment law.
4. Some of my friends chose to take early _____ and stop working at age 50 or 55 years old.
5. This is _____ contract means that you will work here for 6 months.

Answer

1. **Redundancy** is a great problem in Indonesia at the moment. Millions of people lost their jobs.
2. I just gave my letter of **resignation** to my manager last week.
3. The employer's **dismissal** was not fair. He breached employment law.
4. Some of my friends chose to take early **retirement** and stop working at age 50 or 55 years old.
5. This is **a fixed-term** contract means that you will work here for 6 months.

Review

An employer is a person who have a business and pay people who work for him or her. An employer must :

- define job responsibilities
- set up working hours
- manage remuneration
- comply with labor law

Cont....

Clause headings of employment contract:

- Terms of the contract
- Job title
- Working hours
- Remuneration
- Holidays
- Sick pay
- Pension
- Confidentiality
- Termination

Ending of employment contract

- Resignation
- Retirement
- Redundancy
- Dismissal
- A fixed-term contract

Reference

1. Catherine, Mason. (2016). *The Lawyer's English Language Teaching Coursebook* (2nd ed.). Global Legal English LTD.

Terima kasih