

Week 10

Being Employer

A. 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?

B. Exercise

Use the correct words from the key vocabulary

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.

C. 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”.

D. 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.