

Company pay policy

As an employee of our company you will receive your wages on the 27th of each month. Your salary is paid one month in arrears.

Payments go directly into your bank account via direct deposit. Please make sure you complete the pay form with your bank details and give it to the payroll department in order to receive prompt payment.

If you are on the sales staff, you will also receive commission of 5% on every sale. This is payable with your monthly salary. If you sell more than expected in one month you will also receive a performance-related bonus. This sum is held in the company account until the end of the fiscal year.

Overtime is paid at 1.5 times your basic hourly rate. You will receive this rate for any work you do over 40 hours per week.

At your annual appraisal, you will have the opportunity to discuss with your supervisor whether you are entitled to a raise.

It's not company policy to give advances on salary. The exception is in an employee's first month of employment. Please speak to the head of the payroll department if you want to take advantage of this offer.



Ex. 1 Match these definitions to the concepts they describe:

| | |
|--|----------------|
| 1. when your pay is sent straight into your bank account | commission |
| 2. a percentage of the sale | direct deposit |
| 3. later than the period for which it is paid | overtime |
| 4. the amount of money paid for work | raise |
| 5. more than the standard number of working hours per week | wage |
| 6. increase in pay | in arrears |

Ex.2 Combine the words from the two boxes to form collocations as in the text:

annual / bank / direct / fiscal / hourly / monthly / pay / payroll / sales

+

account / appraisal / department / deposit / policy / rate / salary / staff / year

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Ex.3 Complete these fragments of the text with prepositions (at/in/into/of/on/to/with):

1. paid one month _____ arrears
2. directly _____ your bank account
3. complete the pay form _____ details
4. you are _____ the sales staff
5. paid _____ hourly rate
6. to discuss _____ you supervisor
7. you are entitled _____ a raise
8. to give advances _____ salary
9. to take advantage _____ this offer

I know English idioms!

This lesson's reading text takes us to the topic of pay. Let's learn an idioms which uses the word "pay" in a seemingly business context:

- to pay dividends

We know this expressions as one meaning "to receive money when you are a shareholder". Here, though, it means "to cause good results at a time in the future":

All that extra training will pay dividends one day.

Phrasals, phrasals...

A very similar meaning as the above idiom has may be expressed thanks to a phrasal verb:

- to pay off

All her hard work paid off in the end, and she finally reached the long-awaited managerial position.

And how to say it in Polish? Maybe "zwrócić się" or "opłacić się".

Grammar corner

Let's look at this sentence from the reading text: If you sell more than expected in one month you will also receive a performance-related bonus. We can easily identify it as an example of the first type conditional sentences:

If + present tense / will + infinitive

Complete these conditional sentences with the correct forms of the verbs in brackets:

1. I (go) _____ to work tomorrow if I (feel) _____ better.
2. If you (give) _____ me your personal details, I (arrange) _____ it for you.
3. If they (come) _____ on time, we (start) _____ the meeting punctually.
4. She (be) _____ promoted if she (work) _____ harder.
5. If you (not know) _____ it, you (have) _____ to learn it.

| GLOSSARY | |
|-----------------------------|------------------------------------|
| pay policy | polityka płac |
| employee | pracownik |
| to receive | otrzymać |
| wages | tygodniówka, tu: wynagrodzenie |
| salary | pensja |
| paid in arrears | płatny z dołu |
| payment | płatność |
| directly | bezpośrednio |
| bank account | konto bankowe |
| via | przez |
| direct deposit | bezpośrednia wpłata na konto |
| to make sure | upewnić się |
| to complete | wypełnić |
| pay form | formularz wypłaty |
| payroll department | dział płac |
| prompt | szybki |
| sales staff | pracownicy sprzedaży |
| commission | provizja |
| payable | płatny |
| monthly | miesięczny |
| to expect | oczekiwać, spodziewać się |
| (performance-related) bonus | premia (za wyniki) |
| sum | suma |
| to be held | być przechowywanym |
| fiscal year | rok podatkowy |
| overtime | nadgodziny |
| ... times | ... raza/y |
| basic | podstawowy |
| hourly rate | stawka godzinowa |
| annual | coroczny |
| appraisal | ocena pracownika |
| opportunity | sposobność |
| supervisor | przełożony |
| to be entitled to sth | być uprawnionym |
| raise | podwyżka |
| to give advances on salary | wypłacać zaliczki na poczet pensji |
| exception | wyjątek |
| employment | zatrudnienie |
| the head | szef |
| to take advantage of | skorzystać, wykorzystać |

ANSWER KEY

Ex.1

| | |
|--|----------------|
| 1. when your pay is sent straight into your bank account | direct deposit |
| 2. a percentage of the sale | commission |
| 3. later than the period for which it is paid | in arrears |
| 4. the amount of money paid for work | wage |
| 5. more than the standard number of working hours per week | overtime |
| 6. increase in pay | raise |

Ex.2

1. pay policy
2. bank account
3. direct deposit
4. payroll department
5. sales staff
6. monthly salary
7. fiscal year
8. hourly rate
9. annual appraisal

Ex.3

1. paid one month in arrears
2. directly into your bank account
3. complete the pay form with details
4. you are on the sales staff
5. paid at hourly rate
6. to discuss with you supervisor
7. you are entitled to a raise
8. to give advances on salary
9. to take advantage of this offer

Ex. Grammar corner

1. I will go to work tomorrow if I feel better.
2. If you give me your personal details, I will arrange it for you.
3. If they come on time, we will start the meeting punctually.
4. She will be promoted if she works harder.
5. If you don't know it, you will have to learn it.