7 On the Job





UNIT OUTCOMES

- Compare employee behavior and attitudes
- Interpret a pay stub
- Analyze benefit information
- Identify safe workplace behavior
- Communicate at work
- Discover human resources jobs

Answer the questions.

Cynthia Gordy Giwa with Cindy Morris, the owner of Camera Ready Cutz, a barbershop in the Bedford-Stuyvesant neighborhood of Brooklyn, New York.

1. What kind of work do these people do?
2. Describe what you see in the photo.
3. What do you think are the roles of the two people in the photo?
4. What safety precautions do you think these workers need to consider?

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LESSON 1

Attitudes at Work

GOAL ▸ Compare employee behavior and attitudes



A Listen to two employees talk about their jobs. What does Leticia do? What does So do?

B **COMPARE** With a partner, write examples of the two employees' behavior in the table.

Leticia	So
comes to work on time	

C **ANALYZE** In your opinion, who is the better employee? Why? Can you think of other examples of good and bad employee behavior? Add them to the table.

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D **Read the conversation. Look at the words in *italics*. Which are possessive adjectives and which are possessive pronouns?**

Ellen: *My* boss is quite demanding and she always wants *her* reports on time.

Leticia: *Your* manager is more demanding than *mine*.

Ellen: Yes, but *yours* is less friendly.

E **Study the chart. Which possessive pronouns have an *-s* at the end? Which possessive adjectives and possessive pronouns are the same?**

Review: Possessive Adjectives and Possessive Pronouns			
Possessive Adjectives	**Rule**		
my / your / his / her / its our / their	Possessive adjectives show possession of an object and come before the noun.		
Example Sentence			
Subject	**Verb**	**Possessive Adjective**	**Object**
This	is	**her**	office.
Possessive Pronouns	**Rule**		
mine / yours / his / hers / ours / theirs	Possessive pronouns show possession of an object and act as a noun.		
Example Sentence			
Subject	**Noun**	**Verb**	**Possessive Pronoun**
This	office	is	**hers.**

F **Underline the possessive adjective(s) in each sentence. Circle the possessive pronoun.**

1. My sister's manager is generous, but my manager is more generous than (hers.)
2. Their job is boring, but our job is more boring than theirs.
3. My husband gets a good salary. His salary is better than mine.
4. My brother says his coworkers are friendly, but my coworkers are friendlier than his.
5. I like her manager, but mine is much more easygoing.
6. His office is clean, but ours is bigger.

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G **Circle the correct word in each sentence.**

1. She keeps (her / hers) work space very clean.
2. She never eats at (her / hers) desk, but they always eat at (they / theirs).
3. That office is (you / yours).
4. (Theirs / Their) company has more employees than his.
5. That's (your / yours) book. Where is (my / mine)?
6. We will give you (our / ours) plan so you can compare it with (your / yours).

H **Read the conversation between Leticia and Ellen.**

Leticia: I think an ideal manager should be demanding.

Ellen: I agree. A manager shouldn't be too easygoing.

I **ANALYZE** **What is an ideal manager like? What are ideal coworkers like? Use the adjectives from the box and have a conversation with your partner. Can you think of more adjectives?**

ambitious	demanding	funny	interesting	quiet	serious
courteous	friendly	hardworking	patient	respectful	strict

J **In a small group, talk about your current job or previous jobs. Using possessive pronouns, write five sentences describing the experiences of your group members.**

1. Anita has a friendly manager, but Jun's manager is friendlier than hers.
2. _____
3. _____
4. _____
5. _____
6. _____

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LESSON 2

It's Pay Day!

GOAL ▶ Interpret a pay stub

A **Discuss the following vocabulary with your classmates and teacher.**

earnings	Medicare	social security
employee ID	net pay	state disability
federal income tax	pay period	withholdings
gross pay	pre-tax deductions	year-to-date (YTD)
401K	rate of pay	

B **Look at Leticia's pay stub. Find the vocabulary from the box in A.**

SECTION 1: PERSONAL INFORMATION

Employee Name: Leticia Rosales	**Employee ID:** 10024
Check Number: 0768	**Pay Period:**
Social Security Number: 124-89-4567	5/14–5/27

Hours and Earnings

Description	Rate of Pay	Hours / Units	Earnings
Hourly	$22.25	80	$1,780

SECTION 2: WITHHOLDINGS

Description	This Period	YTD
Federal Income Tax	$160.67	$1,606.70
State Income Tax	$41.51	$415.10
Social Security	$110.42	$1,104.20
Medicare	$25.01	$250.10
State Disability	$20.34	$203.40
TOTAL	**$357.95**	**$3,579.50**

SECTION 3: PRE-TAX DEDUCTIONS

Description	This Period	YTD
401K	$100	$1,000

SECTION 4: TOTAL PAY

Description	This Period	YTD
Gross Pay	$1,780	$17,800
Withholdings	$357.95	$3,579.50
Pre-Tax Deductions	$100	$1,000
Net Pay	$1,322.05	$13,220.50

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C **Where can you find the following information on Leticia's pay stub? Write the section number.**

Pay Stub Information	Section
weeks the paycheck covers	1
total amount she takes home	
information about retirement savings	
information about taxes	
hourly wage	

D **Work with a partner to answer the questions about Leticia's pay stub. Take turns looking at the pay stub and asking questions.**

EXAMPLE: **Student A:** What month is this pay stub from?
Student B: May.

1. Did she pay into social security this month? _____
   If so, how much? _____
2. Does she pay Medicare? _____
3. Does she pay state disability insurance? _____
4. How much federal income tax has she paid this year? _____
5. How much money did she make this month before taxes? _____
6. How much state income tax did she pay this month? _____
7. What does she get paid per hour? _____
8. How much has she paid into her 401K this year? _____

E **Discuss the questions with a partner.**

1. Would you rather get paid every week, twice a month, or once a month? Why?
2. Would you rather get paid a salary or get paid hourly? Why?

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F **Look at the sentences below. Fill in the information in So's pay stub.**

SECTION 1: PERSONAL INFORMATION

Employee Name: So Tran	**Employee ID:**
Check Number: 0498	**Pay Period:**
Social Security Number: _____	9/01–9/15

Hours and Earnings

Description	Rate of Pay	Hours / Units	Earnings
Hourly	_____	_____	$960

SECTION 2: WITHHOLDINGS

Description	This Period	YTD
Federal Income Tax	$78.56	_____
State Income Tax	$20.42	$326.72
Social Security	_____	_____
Medicare	_____	$208.80
State Disability	$11.97	$191.52
TOTAL	**$179.19**	**$2,867.04**

SECTION 3: PRE-TAX DEDUCTIONS

Description	This Period	YTD
401K	_____	$800

SECTION 4: TOTAL PAY

Description	This Period	YTD
Gross Pay	_____	$15,360
Withholdings	$179.19	$2,867.04
Pre-Tax Deductions	$50	$800
Net Pay	_____	$12,492.96

1. So paid $55.19 into social security this month. This year, he has paid $883.04.
2. So paid $13.05 into Medicare this month.
3. His social security number is 000-56-8976.
4. He contributes $50 every month into his 401K.
5. He makes $15 an hour.
6. His gross pay was $960.
7. He worked 64 hours this pay period.
8. His year-to-date federal income tax deductions are $1,256.96.

G **CALCULATE** **What is So's net pay? (Hint: Subtract his deductions from his gross pay.)**

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LESSON 3

What are the Benefits?

GOAL ▶ Analyze benefit information

A **Benefits are extra things that a company offers its employees in addition to a salary. Read the list. Check (✓) the ones given at your current or previous jobs. Add another benefit that you know.**

- ☐ 401K
- ☐ bonus
- ☐ dental insurance
- ☐ disability insurance
- ☐ maternity leave
- ☐ health insurance
- ☐ daycare
- ☐ family leave
- ☐ medical leave
- ☐ overtime
- ☐ paid personal days
- ☐ paid sick days
- ☐ paid vacation days
- ☐ _____

Life ONLINE

Companies have policies regarding the use of technology at work. Make sure to become familiar with the policies that affect the use of your personal phone, company computer, etc.

B **Listen to the career counselor talk about the benefits that three companies offer. Make notes in the table.**

Company	Health / Dental Insurance	Sick Days	Vacation Days	401K
Set-It-Up Technology	full medical and dental insurance			yes – $1 for every dollar you contribute
Machine Works				
Lino's Ristorante				yes – 50¢ for every dollar you contribute

C **EVALUATE** **Which company would you rather work for? Why? Discuss your answer with a partner.**

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D **Read about the benefits offered by some local companies in a small town in Utah.**

Employment Monthly

Your source for employment information in Well Springs, Utah

First Marketing offers medical benefits, including dental insurance, disability insurance, family leave, and medical leave to all full-time employees. You'll get paid for up to six sick or personal days you need to take. In addition to the great health benefits, you'll have the opportunity to contribute to a 401K as well as receive bonuses based on productivity at the end of the year. Most employees work full-time and receive time and a half for any overtime they work.

Intepret One is a company that employs hospital interpreters. All full-time employees receive health insurance. You can pay extra for dental insurance, but Interpret One offers medical and family leave. All employees receive a certain number of sick days as well as vacation days, based on how long they have been with the company. They don't offer any bonuses or 401K plans, but they encourage their employees to meet with their financial planner to help plan for retirement.

Ernie's Electrical offers medical, dental, maternity, disability, and family leave to all full- and part-time employees. They give all of their employees three weeks a year to do with as they please—they can be used as sick days, personal days, or vacation days. No employees work overtime at Ernie's Electrical, which helps cut down on costs, but everyone receives a holiday bonus.

E **ANALYZE** **Decide which company or companies would be best for each person.**

1. Alicia is a young, hardworking student who can only work part-time. She needs benefits because she lives by herself and has no family in Utah.

_____

2. Rafael needs full benefits and likes to work overtime to make as much money as possible. He already has a 401K from another company that he would like to transfer to his new company.

_____

3. The most important thing for Su is family benefits. She and her husband are ready to start their family, but she still needs to work. She doesn't need dental insurance because her husband's company covers her.

_____

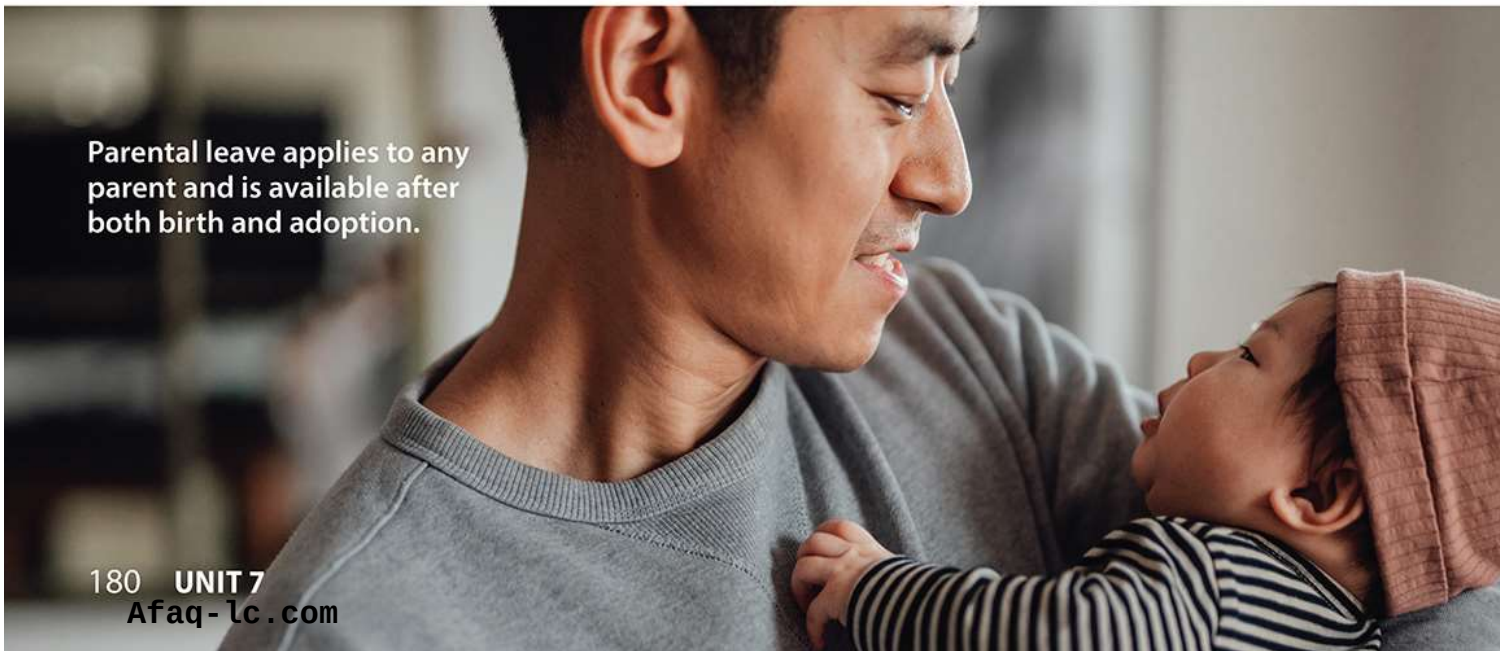
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F **Complete the statements with a word or phrase from A. Then listen to check your answers.**

1. Disability insurance is for those who get injured at work.
2. At times, employees need to take time to care for a sick family member. This is called _____.
3. Most companies are required to offer their employees _____ to take care of them and their families when they are sick.
4. Some companies offer a retirement plan called a _____.
5. When a company shares its profits with the employees, each employee gets a _____.
6. When a baby comes into the family, the parent is allowed to take _____.
7. When you take a day off to do something for yourself, it is called a _____.
8. Some companies pay _____ when you work more than forty hours a week, or on weekends and holidays.

G **BRAINSTORM** **In a group, imagine that you are starting a company. Decide what benefits you will offer. Answer the questions.**

1. How many sick days will each employee receive? _____
2. How many personal days will you give each employee? _____
3. How many vacation days will each employee get? _____
4. How much will you pay employees for overtime? _____
5. What other benefits will you offer your employees? List them in your notebook.



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LESSON 4

Workplace Safety

GOAL ▶ Identify safe workplace behavior

A **Look at the pictures. What type of job does each person have? Who needs to consider health issues? Who needs to consider safety issues?**

1. 

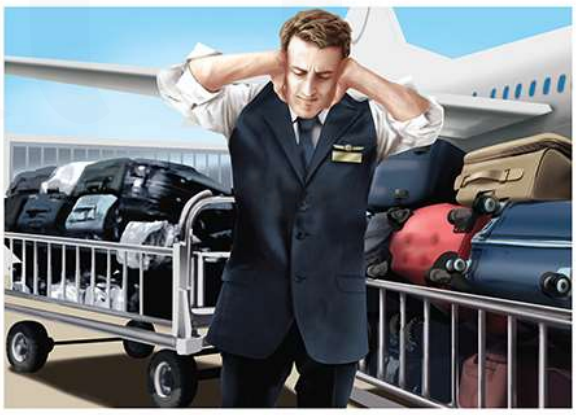
Minh

2. 

Francisco

3. 

Wassim

4. 

Danylo

B **Write the name of the person who should wear each health or safety item.**

1. a back support belt _____
2. safety goggles _____
3. earplugs _____
4. a hairnet _____

C **Ask your partner if he or she wears safety items at work.**

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D **Read the conversation between Francisco and his manager, Fred. Do you think Fred is right?**

Fred: Francisco, why aren't you wearing a back support belt?

Francisco: Oh, I don't need one.

Fred: If you don't wear a belt, you might get hurt.

Francisco: I don't think so. I'm really careful.

Fred: I know, but you could hurt your back if you lift something that is too heavy.

Francisco: You're right. If I get hurt, I might miss work. I could lose a lot of money if I can't work.

Fred: Exactly. Let me get you a belt.

E ***Might* and *could* are modals. Underline the modals in the conversation in D. Circle the verb that comes after each modal. Then study the chart below.**

Modals: *Could* and *Might*			
Subject	**Modal**	**Verb**	**Example Sentence**
I / You / He / She / It / We / They	could	fall	You **could fall**.
	might	miss	I **might miss** work.
The modals *could* and *might* can be used interchangeably because they have a similar meaning when predicting future possibilities. We use them to say that there is a chance that something will happen in the future.			



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F **We also use *might* and *could* for potential consequences in conditional sentences with *if* when we are talking about possibilities. Complete the sentences.**

1. If Francisco doesn't wear a back support belt, he could get hurt.
2. If Minh forgets to tie her hair back, _____.
3. José _____ if he doesn't wear a hard hat.
4. Wassim _____ if he doesn't wear safety goggles.
5. Danylo _____ if he doesn't wear earplugs.
6. If Lilly doesn't buckle her seat belt, she _____.

G **Look at the safety hazards. What's wrong in each picture?**

1. 

2. 

3. 

4. 

H **PREDICT** **Write sentences in your notebook about what *could* / *might* happen in the situations in G.**

I **Work in a small group to make a list of safety rules for your classroom. Use *could* and *might*.**

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LESSON 5

Good Job!

GOAL ▶ Communicate at work

A **PREDICT** **Look at the picture. Is the manager criticizing or complimenting his employee? What do you think they are saying?**



Criticize / Compliment

criticize: to say something negative

compliment: to say something nice

B **Identify the different types of communication. Write *compliment* or *criticism* next to each sentence.**

1. Good job! *compliment*
2. You need to work a little faster. _____
3. You shouldn't wear that shirt to work. _____
4. That was an excellent presentation. _____
5. You are really friendly to the customers. _____

C **INTERPRET** **Are these people responding to criticism or a compliment? Write *compliment* or *criticism* next to each sentence. Then listen and check your answers.**

1. Thanks. I'm glad to hear it. _____
2. I'm sorry. I'll try to do better next time. _____
3. Thanks. _____
4. I'm sorry. I won't wear it again. _____
5. Thank you. I appreciate your telling me that. _____

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D **Use the sentences and responses in B and C to make conversations.**

EXAMPLE: **Student A:** Good job!
Student B: Thank you. I appreciate your telling me that.

E **Compare the two conversations. Then study the charts.**

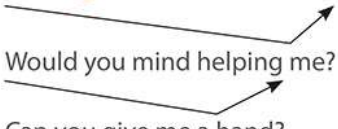
Employee: Excuse me. Would you mind looking over this report for me before I send it out?
Manager: No, of course not. That's no problem.

Susana: Could you give me a hand with this box?
Coworker: Sure, I'll be right over.

Polite Requests and Responses	
Would you mind helping me?	Polite and formal
Could you help me, **please**?	Polite and friendly
Can you give me a hand?	Polite and informal
Come here!	Very informal and impolite
When we speak to friends or colleagues, it is acceptable to be less formal. When we speak to a boss or a manager, it is polite to be more formal.	

Agree	Refuse
Sure.	No. I'm really sorry.
That's fine.	I'm sorry, but I can't.
Of course.	I'd like to, but I can't because . . .
No problem.	
Certainly.	

Rising Intonation for Polite Requests



Tone of Voice for Agreeing and Refusing

When you *agree* to something, your voice should sound *happy* and *upbeat*.

When you *refuse* something, you should sound *apologetic*.

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F **Listen to these people talk to their bosses, coworkers, and employees. Are they being informal or formal? Check (✓) the correct answer.**

1. ☐ informal ☐ formal **2.** ☐ informal ☐ formal

3. ☐ informal ☐ formal **4.** ☐ informal ☐ formal

G **Complete the workplace conversations with a partner. Then practice your conversations and present them to the class.**

Conversation 1

A: That was an excellent project you turned in.

B: _____

A: I'm going to share it with all the other employees.

B: _____

Conversation 2

A: Please don't be late to work anymore.

B: _____

A: It's really affecting your work.

B: _____

Conversation 3

A: _____

B: Sure, I'd be happy to.

A: _____

Conversation 4

A: _____

B: _____

A: _____

B: _____

H **Work with a partner. Use the situations to practice making and responding to formal requests, and complimenting and criticizing as necessary.**

1. Your manager gave you a good employee review.
2. Ask your coworker to give you a ride home.
3. Your coworker is always late.
4. Ask your boss to help you check some accounts.

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LESSON 6

Explore the Workforce

GOAL ▶ Discover human resources jobs

A **Most companies have a Human Resources (HR) department. What do you think HR does?**



B **CATEGORIZE** **Look at the list below. Some phrases are what a Human Resources department does and other phrases are ways that an HR department supports its employees. Write each in the correct column below.**

conducts disciplinary actions	hires the right employees	maintains employee records
offers continuing education	processes payroll	provides career growth
recruits candidates	supports health and wellness	trains and supports managers
updates policies		

What an HR Department Does	How an HR Department Supports Employees

C **Go online and find the following information for an HR employee.**

Pay: _____

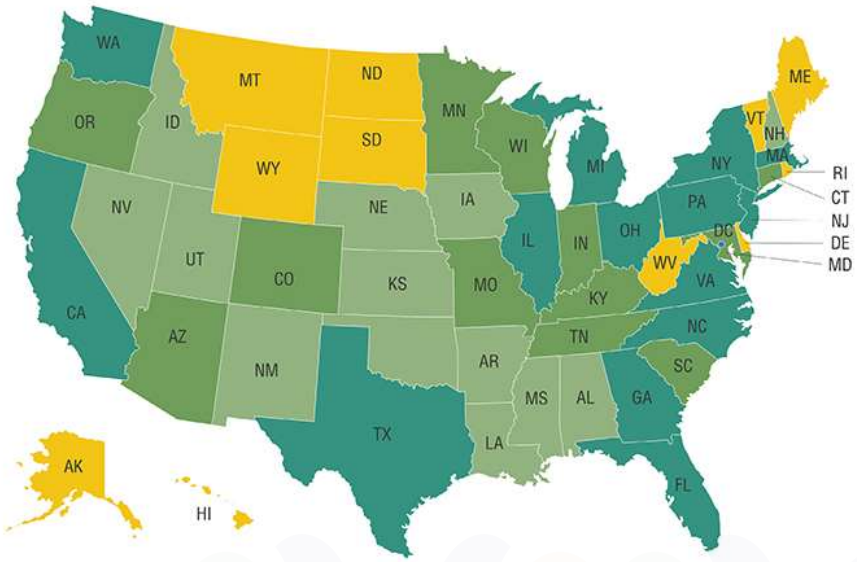
Education Required: _____

Years of Experience Needed: _____

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D **Look at the map below. What information does it show?**

EMPLOYMENT OF HUMAN RESOURCES EMPLOYEES BY STATE



E **Answer the following questions with a partner.**

1. Which states have the highest number of HR employees?
2. Which states have the fewest?
3. Find your state. How would you describe it? Most HR employees? Fewest HR employees? Or in the middle?

F **The following states have the most Human Resources Managers. If California has the most and Florida has the least, can you put the employment numbers in the chart below?**

10,440	12,210	24,920	7,820	11,930

According to the chart, you will make the most money as an HR manager if you live in…

a. California b. Texas c. New York d. Illinois

State	Employment	Hourly Mean Wage	Annual Mean Wage
California		$ 74.25	$ 154,430
Illinois		$ 61.93	$ 128,820
Texas		$ 63.60	$ 132,290
New York		$ 86.72	$ 180,380
Florida		$ 56.98	$ 118,520

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G **INTERPRET** **Read the job ad. Underline phrases you don't understand and discuss with your teacher.**

HR Coordinator – Claremont Airport

Claremont, NH **$21 an hour (full-time)**

The HR Coordinator provides assistance with and facilitates HR support tasks and activities. The position assists with recruiting, administering, hiring and on-boarding, preparing, and maintaining employment records. This position also maintains other human resources documentation, distributes human resources communications as appropriate, and performs all other responsibilities as directed by the business, or as assigned by Management.

Benefits Include:

- Medical, dental and vision
- Vacation and sick time
- 401K retirement savings plan
- Employee meal discounts
- Detailed training and opportunities for professional growth / advancement
- Discounted parking
- Clean, safe, friendly work atmosphere

Minimum Qualifications, Knowledge, Skills, and Work Environment

- Requires high school diploma or General Education Development (GED) diploma
- Requires knowledge of word processing, spreadsheet and data base software
- Demonstrates the ability to interact with the public and coworkers in a friendly, enthusiastic and outgoing manner
- Requires the ability read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers
- Requires basic keyboarding or other repetitive motions

APPLY HERE

H **Based on the ad in G, decide if each statement is *True* or *False*. If it's false, make it true.**

Example: This job is ~~part~~ full-time. *False*

1. You must have a high school diploma or GED to do this job. _____
2. This job offers dental insurance. _____
3. You don't have to know how to use a computer. _____
4. This job is located in New Jersey. _____
5. If you work 40 hours a week, you would make about $2,480 per month. _____
6. This company offers a retirement savings plan. _____

I **REFLECT** **Would you be good for this job? Why or why not? Write a paragraph with your ideas on a separate piece of paper.**

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Review

A **Work with a partner. Imagine that you need to hire several new employees for your business. Use the vocabulary from the box to talk about the qualities you are looking for.**

ambitious	demanding	funny	interesting	quiet	serious
courteous	friendly	hardworking	patient	respectful	strict

EXAMPLE: **Student A:** I think an ideal employee should be serious.
Student B: I agree. Good employees shouldn't be lazy.

B **Circle the correct word in each sentence.**

1. Have you seen (my / mine) new pen?
2. (They / Their) cafeteria has delicious food, but (our / ours) is awful.
3. Can I use (your / yours) stapler? I can't find (my / mine.)
4. (Our / Ours) salary is low, but we get lots of tips.
5. (My / Mine) benefits are really good, but (her / hers) are better.

C **Match the description to the benefit.**

_____ 1. 401K	a. protection against work injuries
_____ 2. bonus	b. a day off to do something for yourself
_____ 3. disability insurance	c. time off to take care of a baby
_____ 4. family leave	d. retirement savings
_____ 5. maternity leave	e. a day off if you are sick
_____ 6. personal day	f. payment when a company shares its profits
_____ 7. sick day	g. time off to care for a sick family member

Learner Log

I can compare employee behavior and attitudes. ☐ Yes ☐ No ☐ Maybe

I can analyze benefit information. ☐ Yes ☐ No ☐ Maybe

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D Skim Ali's pay stub and answer the questions below.

SECTION 1: PERSONAL INFORMATION

Employee Name: Ali Ramsey	**Marital Status:** Single
Check Number: 89765	**Pay Period:**
SS Number: 236-49-2524	8/01–8/15

Hours and Earnings

Description	Rate of Pay	Hours / Units	Earnings
Hourly/Day/Monthly	$15.25	56	$854

SECTION 2: WITHHOLDINGS

Description	This Period	YTD
Federal Income Tax	$80.42	$1,206.30
State Income Tax	$21.02	$315.30
Social Security	$65.25	$978.75
Medicare	$12.15	$182.25
State Disability	$10.12	$151.80
TOTAL	**$188.86**	**$2,834.40**

SECTION 3: PRE-TAX DEDUCTIONS

Description	This Period	YTD
401K	$100	$1,500

SECTION 4: TOTAL PAY

Description	This Period	YTD
Gross Pay	$854	$12,810
Withholdings	$188.86	$2,832.90
Pre-Tax Deductions	$100	$1,500
Net Pay	$565.14	$8,377.10

1. Did Ali pay into social security this month? How much? _____
2. Does Ali pay Medicare? _____
3. Does he pay state disability insurance? _____
4. How many hours did he work during this two-week pay period? _____
5. How much federal income tax has Ali paid this year? _____
6. Does he contribute any money to a retirement account? How much? _____
7. How much money did he make this month after taxes? _____
8. How much money did he make this month before taxes? _____
9. How much state income tax did he pay this month? _____

Learner Log

I can interpret a pay stub.

☐ Yes ☐ No ☐ Maybe

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Review

E **Complete the following conditional sentences about work situations with *might* or *could*.**

1. If you don't mop the wet floor, _____.
2. If the truck driver drives too fast, _____.
3. If those construction workers don't wear earplugs, _____.
4. If the gardener doesn't wear gloves, _____.

F **Work with a partner to match the exchanges. Practice them with a partner.**

____ 1. Your report was excellent!	a. I'm so sorry. I've been having car troubles.
____ 2. I noticed you were late again today.	b. It was really interesting to work on, so I couldn't stop!
____ 3. Can you work a little faster?	c. Thank you. I worked really hard on it.
____ 4. You finished that project so quickly!	d. Yes, I can.

G **Work with a partner. Practice making and responding to formal requests using the situations below.**

1. Ask your coworker to let you use her computer.
2. Ask your employee to send a fax.
3. Ask your coworker to help you lift a heavy box.

H **Use your dictionary to look up different word forms of vocabulary in this unit. Use the new word form in a sentence.**

1. nouns: employee, employer verb: *to employ*

   Our company wants to employ people with good computer skills.

2. noun: promotion verb: _____

   _____

3. verb: to retire noun: _____

   _____

Learner Log

I can identify safe workplace behavior. ☐ Yes ☐ No ☐ Maybe

I can communicate at work. ☐ Yes ☐ No ☐ Maybe

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Create an Employee Handbook

SOFT SKILL ▶ Collaboration

With your team, you will create one section of an employee handbook. With your class, you will create a complete employee handbook.

1. Form a team with four or five students. Choose a position for each member of your team.

Position	Job Description	Student Name
Student 1: Leader	Check that everyone speaks English and participates.	
Student 2: Secretary	Write information for the handbook with help from the team.	
Student 3: Designer	Design the brochure layout and add artwork with help from the team.	
Students 4/5: Member(s)	Help the secretary and designer with their work.	

2. With your class, look at the list below. Decide which part of the handbook each team will create.
   - Payroll Information
   - Benefits
   - Workplace Safety
   - Workplace Communication
3. Create the text for your section of the employee handbook.

COLLABORATION:
Polite suggestions
As you collaborate, practice making polite suggestions:

I think it would be a great idea if we include….
Why don't we add…?
I think it would be better if….

4. Work as a group with your designer to decide what sort of artwork will complement your text.
5. As a class, create a table of contents and a cover. Put your handbook together.
6. Display your handbook so that other classes can see it.

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Reading Challenge

A **Discuss the following questions with a small group.**

1. Have you ever had an experience at your workplace where you felt unsafe? What did you do about it?
2. What types of situations can be unsafe in a workplace? Think of some examples.
3. If you feel unsafe at your workplace, who should you talk to? Do you feel comfortable talking to this person? Why or why not?

B **Read the text. Make a list of vocabulary you don't understand. Find the meanings by discussing with your classmates or looking them up online.**

Vocabulary Word / Phrase	Meaning

C **INFER** **Choose the best answer.**

1. According to the reading what is NOT a right protected under OSHA?
   a. request an inspection and speak to the inspector
   b. have toxic chemicals removed from your workplace
   c. receive training in a language you understand
   d. get copies of your medical records
2. In line 19, what does the word whistleblower mean?
   a. an employee who complains about unsafe working conditions
   b. an employee who gets fired
   c. an employee who gets transferred to another company
   d. the newest employee at the company

D **Look at the photo and read the caption. What is the the audience watching the demonstration interested in? Why is learning about work safety important?**

E **Choose one of the prompts below and write a paragraph on a separate piece of paper.**

1. How are employee rights different in the United States than in your country?
2. What did you learn from the reading that you didn't know before?

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Know Your Rights

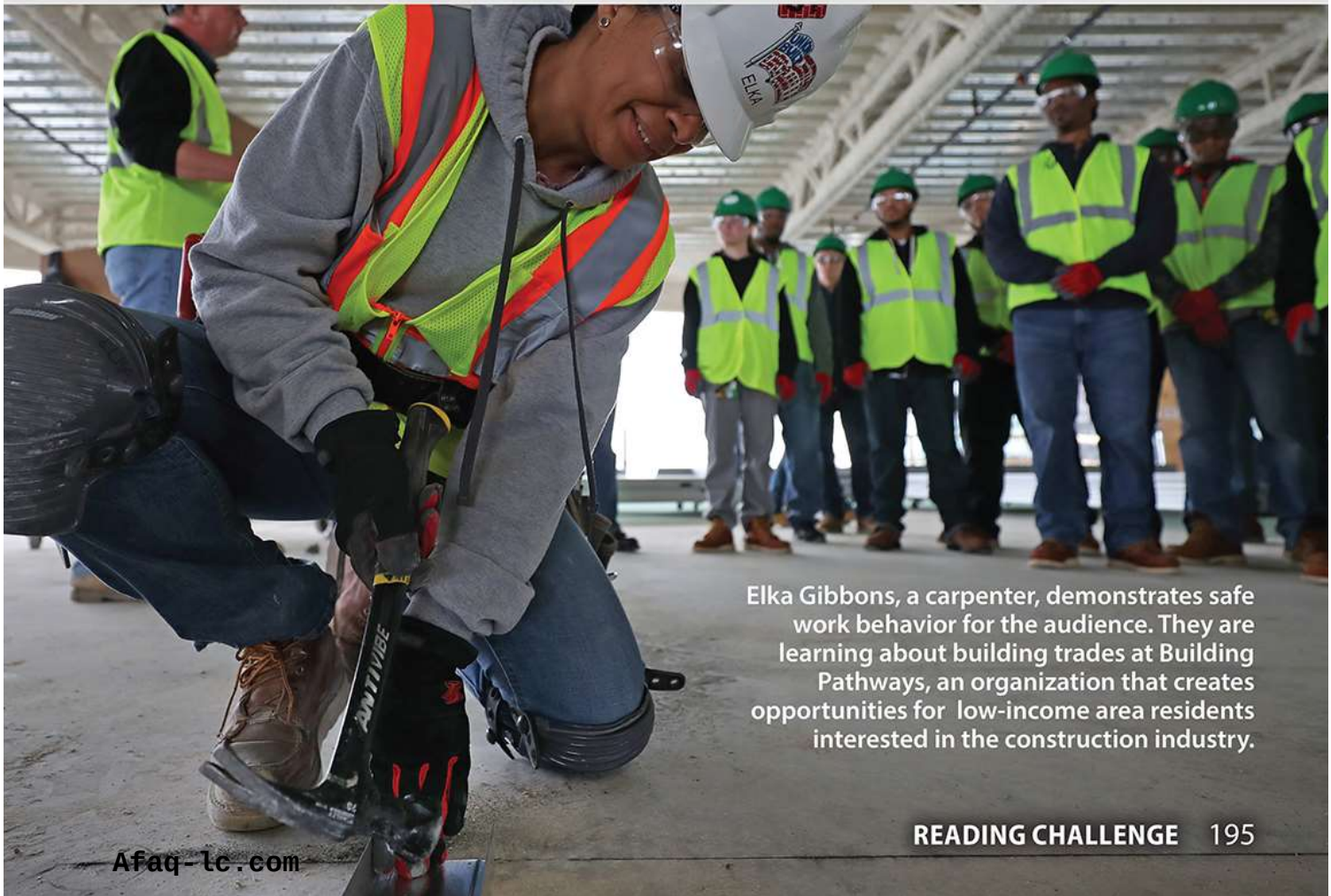
The United States Department of Labor has a division whose job it is to protect workers. This division is called the Occupational Safety and Health Administration (OSHA). According to the law, workers are entitled to a safe workplace. It is your employer's duty to make sure that your workplace is free from health and safety hazards. If your employer is not keeping your workplace safe, you have a right to speak up. According to OSHA, you have the right to:

- receive workplace safety and health training in a language that you understand
- work on machines that are safe
- receive required safety equipment, such as gloves or a harness and lifeline for falls
- be protected from toxic chemicals
- request an OSHA inspection, and speak to the inspector
- report an injury or illness, and get copies of your medical records
- review records of work-related injuries and illnesses
- see results of tests taken to find workplace hazards

If you think your working conditions are unsafe, you should tell your employer about your concerns. If you are uncomfortable talking to your employer, you can file a confidential complaint with OSHA and request an inspection.

It is against the law for an employee to be fired, demoted, or transferred for complaining to OSHA about unsafe working conditions, since it is a legal right to be able to file a complaint. If this happens, the employee can file a whistleblower complaint. This complaint can be filed with OSHA within 30 days of the unlawful action.

Source: www.osha.gov/workers



Elka Gibbons, a carpenter, demonstrates safe work behavior for the audience. They are learning about building trades at Building Pathways, an organization that creates opportunities for low-income area residents interested in the construction industry.

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