



- **hire** (hires, hiring, hired) VERB
fire (fires, firing, fired) VERB

If you **hire** someone, you employ them or pay them to do a particular job for you. If an employer **fires** you, they dismiss you from your job.

*The rest of the staff have been hired on short-term contracts.
If he wasn't so good at his job, I probably would have fired him.*

- **headhunt** (headhunts, headhunting, headhunted) VERB

If someone who works for a particular company is **headhunted**, they leave that company because another company has approached them and offered them another job with better pay and higher status.

*He was headhunted by Barkers last October.
They may headhunt her for the position of Executive Producer.*

- **recruit** (recruits, recruiting, recruited) VERB
dismiss (dismisses, dismissing, dismissed) VERB

If you **recruit** people for an organization, you select them and persuade them to join it or work for it. When an employer **dismisses** an employee, the employer tells the employee that they are no longer needed to do the job they have been doing.

*The police are trying to recruit more black and Asian officers.
...the power to dismiss civil servants who refuse to work.*

- **headhunter** (headhunters) N-COUNT
recruitment consultant (recruitment consultants) N-COUNT

A **headhunter** or **recruitment consultant** is a person or service that helps professional people to find work by introducing them to potential employers.

*...a top international headhunter who places chairmen and chief executives in private companies, with salaries of up to £1 million.
Recruitment consultants and employment agencies may help to locate opportunities more effectively, but there are pitfalls.*

- **notice** N-UNCOUNT
give somebody notice PHRASE
hand in your notice PHRASE
give in your notice PHRASE

If you give **notice** about something that is going to happen, you give a warning in advance that it is going to happen. If an employer **gives** an employee **notice**, the employer tells the employee that he or she must leave his or her job within a fixed period of time. If you **hand in** your **notice** or **give in** your **notice**, you tell your employer that you intend to leave your job soon within a set period of time.

*Employers and employees often do not expressly agree on the length of notice required to terminate employment.
The next morning I telephoned him and gave him his notice.
He handed in his notice at the bank and ruined his career.
He sold his house and gave in his notice.*

- **constructive dismissal** N-UNCOUNT
unfair dismissal N-UNCOUNT

If an employee claims **constructive dismissal**, they begin a legal action against their employer in which they claim that they were forced to leave their job because of the behaviour of their employer. If an employee claims **unfair dismissal**, they begin a legal action against their employer in which they claim that they were dismissed from their job unfairly.

*The woman claims she was the victim of constructive dismissal after being demoted from her job as senior supervisor.
His former chauffeur is claiming unfair dismissal on the grounds of racial discrimination.*

- **severance** ADJ

Severance pay is a sum of money that a company gives to its employees when it has to stop employing them.

*We were offered 13 weeks' severance pay.
More than 170 workers opted for a voluntary severance package of four to 12 months' pay, plus travel and education vouchers.*

- **redundant** ADJ
redundancy (redundancies) N-VAR

If you are made **redundant**, your employer tells you to leave because your job is no longer necessary or because your employer cannot afford to keep paying you. **Redundancy** means being made redundant.

*My husband was made redundant late last year.
Thousands of bank employees are facing redundancy.
Last week, 15 redundancies were announced.*

- **sack** (sacks, sacking, sacked) VERB
give someone the sack PHRASE
get the sack PHRASE

If your employers **sack** you, they tell you that you can no longer work for them. If someone is **given the sack**, or if they **get the sack**, they are sacked.

*Earlier today the Prime Minister sacked 18 government officials.
People who make mistakes can be given the sack the same day.
52 managers got the sack in one year.*

- **reference** (references) N-COUNT
referee (referees) N-COUNT

A **reference** is a letter that is written by someone who knows you and which describes your character and abilities. When you apply for a job, an employer might ask for references. A **referee** is a person who gives you a reference, for example when you are applying for a job.

*The firm offered to give her a reference.
One problem that frequently arises is that you do not wish to give your present employer as a referee when applying for a job.*

- ➔ **compensation**: Topic 14.2; **interview**: Topic 14.4



PRACTISE YOUR VOCABULARY

1 Which of the terms are associated with hiring, or appointing new employees, and which with firing or terminating an employee’s contract? Complete the table.

- | | | |
|--------------------------------|-------------------------------|----------------------------------|
| a to headhunt | e to fire | i to write (someone) a reference |
| b to recruit | f to interview | j to give (someone) notice |
| c to offer a severance package | g to dismiss | k to hire |
| d to give (someone) the sack | h to make (someone) redundant | |

finding and appointing new employees	the termination of an employee’s contract

2 When a worker is made redundant, the firm is obliged to make a payment to the employee. What is this payment called?

- a compensation b severance payment

3 Use the terms below to complete the job advertisement.

- a recruit b length of notice c referees

Scot, Sinclair, Murdoch (UK)
LEGAL OFFICER

Due to expansion of the firm, we need to _____ a new legal officer to join our established legal team. Please check our website at Scotsim.co.uk for full details. Application is by letter, with the names of three _____ and you should indicate the _____ you must give your current employer.

4 Use the terms in the box to complete the paragraph.

headhunted constructive dismissal recruitment consultant

It is very flattering when a _____ telephones you and tells you that you are being _____.

Sometimes they call you because your employer has asked them to find you another role with another firm, however. This happens because companies find it easier and cheaper to dump a difficult employee rather than risk being sued for unfair or _____.



- **pay** N-UNCOUNT
- salary** (salaries) N-COUNT
- wage** (wages) N-COUNT
- remuneration** (remunerations) N-VAR
- income** (incomes) N-VAR

Your **pay** is the money that you get from your employer as wages or salary. A **salary** is the money that someone is paid each month by their employer, especially when they are in a profession such as teaching, law, or medicine. Someone's **wages** are the amount of money that is regularly paid to them for the work that they do. Someone's **remuneration** is the amount of money that they are paid for the work that they do. A person's **income** is the money that they earn or receive, as opposed to the money that they have to spend or pay out.

...their complaints about their pay and conditions.
 ...the workers' demand for a twenty per cent pay rise.
 The lawyer was paid a huge salary.
 The government decided to increase salaries for civil servants.
 His wages have gone up.
 ...the continuing marked increase in the remuneration of the company's directors.
 \$31,000 is a generous remuneration.
 Many families on low incomes will be unable to buy their own homes.
 Average income is now higher here than in most of Europe.

Common Collocations

a pay rise a pay cut a rate of pay
 a salary increase a wage demand

- **golden handshake** (golden handshakes) N-COUNT

A **golden handshake** is a large sum of money that a company gives to an employee when he or she leaves, as a reward for long service or good work.

He was given the golden handshake after losing his post as boss of the University of Wales when it merged with another hospital.

- **bonus** (bonuses) N-COUNT

A **bonus** is an extra amount of money that is added to someone's pay, usually because they have worked very hard.

Workers in big firms receive a substantial part of their pay in the form of bonuses and overtime.
 The BBC's 23 most senior managers shared £800,000 in bonus payments last year.

Common Collocations

a bonus scheme an annual bonus to receive a bonus

- **benefit** (benefits) N-COUNT
- fringe benefit** (fringe benefits) N-COUNT

Benefits or **fringe benefits** are extra things that some people get from their job in addition to their salary, for example a car.

The parents were working but all were employed at jobs which paid little, did not guarantee hours and did not provide benefits. They also want job security, increased fringe benefits and more rights for part-time workers.

- **benefits package** (benefits packages) N-COUNT

A **benefits package** is a set of benefits, such as health insurance and parental leave, that some people get from their job in addition to their salary.

New West Consultants pays staff high wages and has an excellent benefits package.
 ...a benefits package that included maternity leave, parental leave, adoption aid, flexible schedules, part-time work, job sharing and support for care of elderly dependents.

- **perk** (perks) N-COUNT

Perks are special benefits that are given to people who have a particular job or belong to a particular group.

...a company car, private medical insurance and other perks.
 One of the perks of being a student is cheap travel.

- **share option** (share options) N-COUNT
- stock option** (stock options) N-COUNT

A **share option** or **stock option** is an opportunity for the employees of a company to buy shares in the company at a special price.

Only a handful of firms offer share option schemes to all their employees.
 He made a huge profit from the sale of shares purchased in January under the company's stock option program.

- **minimum wage** N-SING

The **minimum wage** is the lowest wage that an employer is allowed to pay an employee, according to a law or agreement.

I think that the introduction of a national minimum wage for the first time ever will help millions of low-paid people.

- **performance-related pay** N-UNCOUNT

Performance-related pay is a rate of pay which is based on how well someone does their job.

Teachers will fight Ministers' plans to introduce performance-related pay in schools.

- **compensation** N-UNCOUNT

Compensation is money that someone who has experienced loss or suffering claims from the person or organization responsible, or from the state.

He received one year's salary as compensation for loss of office.
 Executives are increasingly willing to change companies for compensation packages that offer the possibility of big bonuses.

- ➔ **social chapter:** Topic 12.4; **working conditions:** Topic 14.3



PRACTISE YOUR VOCABULARY

1 Which of the following forms of remuneration involve the employee receiving cash and which do not? Tick the appropriate column.

Remuneration	cash	other		cash	other		cash	other
a golden handshake			d perks			g compensation		
b bonus			e share/stock options			h benefits package		
c fringe benefit			f performance-related pay award			i wage		

2 Which of the following are examples of fringe benefits or perks?

- a stock options
- b rapid promotion
- c free health insurance
- d overseas travel on company business
- e use of a subsidized canteen
- f relocation package to cover moving expenses
- g company car
- h attendance at board meetings
- i supply of company stationery

3 Which of the following two employees do you think is most likely to prefer performance-related pay?

- a Keith is 42 years old, married with 3 small children. He's been with the firm for 12 years. He's good at his job, but he has never applied for a promotion and he has a poor sick-leave record.
- b Carolina is 26. She's just joined the firm on its new fast-track graduate program. She's single, often puts in unpaid extra work and loves travelling.

4 The European Union's Social Chapter is designed to establish minimum wages and working conditions in member countries. Look at the details of the Chapter on the left and match each section with what workers say on the right.

a Equal rights for part-time and full-time workers	Julia	– 'They used to be able to force us to work longer hours. Now they can't it means I can get home for when the kids come home from school.'
b Reduction of inequality between the pay of men and women	Florence	– 'My work has its rewards but traditionally it's been poorly paid. I'm not rich now, but I'm better off.'
c Most employees to work a maximum of 48 hours per week	Carlos	– 'It's meant that we all get the same wage for the same job.'
d Workers' rights to paid holidays	Anna	– 'Just because I'm only there for 15 hours a week shouldn't mean I get treated differently to full-timers.'
e Setting of a minimum wage	Gianfranco	– 'Getting away with my family used to be more difficult.'

5 Look at the table and answer the questions.

UK minimum wage (1999) per hour	Sterling equivalent		
	Portugal	Canada	Belgium
UK £3.60	£2.10	£3.80	£4.56

Are the following statements true or false?

- | | True | False |
|---|--------------------------|--------------------------|
| a Workers on the minimum wage in Portugal have a better income than those in Canada. | <input type="checkbox"/> | <input type="checkbox"/> |
| b Workers on the minimum wage in Belgium have the best salary shown here. | <input type="checkbox"/> | <input type="checkbox"/> |
| c Workers on the minimum wage in European countries shown here have higher wages than their North American counterparts shown here. | <input type="checkbox"/> | <input type="checkbox"/> |



● **industrial relations** N-PLURAL

Industrial relations refers to the relationship between employers and employees in industry, and the political decisions and laws that affect it.

*The offer is seen as an attempt to improve industrial relations.
New industrial relations legislation curbed the power of the unions.*

● **trade union** (trade unions) N-COUNT

A **trade union** is an organization that has been formed by workers in order to represent their rights and interests to their employers, for example in order to improve working conditions or wages.

You can ask the tribunal to declare that your employer is infringing the regulations or get your trade union to take this up.

● **works council** (works councils) N-COUNT

A **works council** is an elected body of workers within a company, which negotiates with management over such things as working conditions, holiday and safety.

...a European directive calling for works councils for all companies with more than 50 employees.

● **staff representative** (staff representatives)

N-COUNT

rep (reps) N-COUNT

A **staff representative** or **rep** is a worker who is elected by other workers to represent their interests to management.

*The company yesterday began the process of electing staff representatives to fulfil the legal requirements for consultation. He called for staff representatives on the boardroom committees that control directors' earnings.
If your employer has procedures to deal with bullying, follow them, taking a colleague or union rep for support.*

● **arbitration** N-UNCOUNT

Arbitration is the judging of a dispute between people or groups by someone who is not involved.

The matter is likely to go to arbitration.

● **blue-collar** ADJ

white-collar ADJ

Blue-collar workers work in industry, doing physical work, rather than in offices. **White-collar** workers work in offices rather than doing physical work.

*By 1925, blue-collar workers in manufacturing industry had become the largest occupational group.
...corporate lawyers, accountants and other white-collar workers.*

● **colleague** (colleagues) N-COUNT

co-worker (co-workers) N-COUNT

Your **colleagues** or **co-workers** are the people you work with, especially people on the same job or project as you.

*Without consulting his colleagues he flew from Lisbon to Split.
A co-worker of mine mentioned that she leaves her computer on all the time.*

● **strike** (strikes, striking, struck)

① N-COUNT

When there is a **strike**, workers stop doing their work for a period of time, usually in order to try to get better pay or conditions for themselves.

*French air traffic controllers have begun a three-day strike in a dispute over pay.
...a call for strike action.*

② VERB

When workers **strike**, they take part in a strike.

*...their recognition of the workers' right to strike.
The government agreed not to sack any of the striking workers.*

● **go on strike** PHRASE

When workers **go on strike**, they strike.

Staff at the hospital went on strike in protest at the incidents.

● **industrial action** N-UNCOUNT

If workers take **industrial action**, they join together and do something to show that they are unhappy with their pay or working conditions, for example refusing to work.

Prison officers will decide next week whether to take industrial action over staffing levels.

● **grievance** (grievances) N-VAR

grievance procedure (grievance procedures)

N-COUNT

If you have a **grievance** about something that has happened or been done, you believe that it was unfair. A **grievance procedure** is a set of guidelines produced by a company or organization, which explains how to make a formal complaint against them.

*The main grievance of the drivers is the imposition of higher fees for driving licences and certificates of proficiency.
One of their biggest mistakes is failing to put a formal grievance procedure in place to deal with staff complaints.*

● **tribunal** (tribunals) N-COUNT

A **tribunal** is a special court or committee that is appointed to deal with particular problems.

His case comes before an industrial tribunal in March.

● **working conditions** N-PLURAL

Working conditions are the conditions which exist in your job, such as the number of hours you are expected to work and the amount of holiday you get.

The strikers are demanding better working conditions.

➤ **employee:** Topic 13.4; **personnel:** Topic 13.4; **staff:** Topic 13.4; **workforce:** Topic 13.4; **notice:** Topic 14.1



PRACTISE YOUR VOCABULARY

1 Use the terms in the box to complete the paragraph.

industrial action arbitration staff representatives strike works council tribunal
 trade union grievance industrial relations co-worker

Management and trade unions are jointly responsible for _____. Management and _____ often come together on a firm's _____ to attempt to resolve problems before they become too serious. If, however, the issue cannot be solved, they may use outside _____ to assist them. If all attempts to find a solution fail, the _____ may call a _____, or take other forms of _____. If an individual employee has a complaint, a company usually has a _____ procedure to deal with it. Employees may also contact their trade union or an industrial _____ if they have a complaint about their treatment at work or about a colleague or a _____.

2 Which jobs are held by blue-collar workers and which are held by white-collar workers? Complete the table.

- a computer programmer e receptionist i teacher
- b plumber f clerk j architect
- c washing machine repairman g builder k delivery van driver
- d recruitment consultant h electrician l lawyer

BLUE-COLLAR	WHITE-COLLAR

3 Read the text and answer the questions.

A recent EU directive requires every employer with more than 150 staff to establish a works council. Businesses will have statutory requirements for ongoing consultation on any proposed changes in working conditions, and to provide information about recent and probable developments and activities and about the establishment's economic situation.

- a What will companies with more than 150 employees have to do?
- b What will businesses be obliged to consult their workers about?
- c What two types of information will businesses be obliged to give their workers?

4 When an employee begins a job they will sign a written contract of employment with the company, stating the conditions of work that have been agreed. Look at the list of conditions and put them under the correct heading.

NUMBER OF HOURS	TYPE OF EMPLOYMENT	PAY	BENEFITS	DISCIPLINARY PROCEDURES	NOTICE	GRIEVANCE PROCEDURES	EMPLOYEE RIGHTS

- a 4 weeks paid holiday per year
- e consequences of breaking company rules
- i trade union membership
- b paid sick leave
- f who to contact to make a complaint
- j permanent/temporary job
- c 48 hours per week
- g £20,000 per year
- k full time/part time
- d one month's notice
- h \$9 per hour