

Lesson 8: Employment Contract

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Mr. Walker is the HR (human resource) manager for Ample Computers, while Kumiko is a new employee. Kumiko has some questions about the employment contract.

Kumiko: Thank you for seeing me, sir.

Mr. Walker: No problem, Kumiko. Now, let's hear your concerns about the employment contract.

Kumiko: First of all, the contract does not clearly indicate wages for overtime and holidays.

Mr. Walker: We don't work on holidays so you don't have to worry about that.

Kumiko: I see. How about overtime pay?

Mr. Walker: Employees receive 25% on top of their hourly rate for overtime work.

Kumiko: Shouldn't that be stated in the contract?

Mr. Walker: There's no need to stipulate it in the contract because it's the law. Ample Computers strictly **abides by** the labor code.

Kumiko: The contract states that overtime work is limited to 10 hours a month. Can I ask why?

Mr. Walker: It's part of the cost-cutting program implemented last year, in response to the economic decline.

Kumiko: I understand now, sir. Thank you for explaining things. Here's my signed contract.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. Sam felt that he had to **abide by** his father's wishes.
2. Employees are expected to **abide by** the company regulations.
3. They promised to **abide by** the rules of the competition.

* **abide by** ~ / ~に従う

3. Your Task

You are from the HR (human resource) department. It is your job to carry out disciplinary action for delinquent employees. An employee (= your tutor) needs to be given his/her third and last warning for frequent absences and tardiness. Talk to the delinquent employee in the most professional way.

4. Let's Talk

Should employment contracts be compulsory? Why or why not?

Is it important to be aware of the labor laws? Explain your answer.

How often are employment contracts renewed in Japan? Is it a good thing?

Explain your answer.

5. Today's photo

Describe the photo in your words as precisely as possible.



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