

Table of Contents

Class #1: Getting to Know You	page 2
Class #2 and #3: Work Rules	page 7
Class #4: At the Work Place	page 13
Class #5: Taxes and Paycheck Deductions	page 18
Class #6: Budgeting and Saving Money	page 21
Class #7: Job Interview and Preparation	page 23
Class #8: Evaluation and Wrap-Up	page 29

Class #1: Getting to Know You

1. Introduction: Employment Specialist

- We are here to help you get a job and help you keep your job
- We are here to help you if you have a problem with a co-worker, supervisor, or if you do not like your job
- We are here to teach you about U.S. work culture
- Pass out business cards

2. Employment: Why is it important?

- Employment helps you earn money that you can save to buy a car, own a home, pay for kids' college education, and have a more comfortable life for you and your family.
- Ongoing employment in the U.S. shows employers that you are a hard worker, dedicated to working for the company, and provides an opportunity for better positions within the company and better jobs.
- Benefits of going to work/employment: Many employers provide sick leave, holiday and vacation benefits, and pay all or part of health insurance premiums for employees. Most employers have Workers Compensation, which is medical care if you get hurt on the job.

3. Personal Information: Why is it important?

- What is your address?
- What is your phone number?

Employment Pretest

1. What is your Name? _____
2. Where are you from? _____
3. What is your address?

4. How long have you been in the United States?

5. What work/job did you do in your home country?

6. Name 3 things you need when you go to apply for a job.
 - a. _____
 - b. _____
 - c. _____
7. What is a reference? _____
8. What are 2 questions you should ask when you go for a job interview?
 - a. _____
 - b. _____
9. What can you say if you don't understand something?

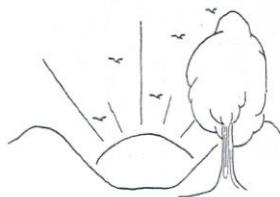
Extra Credit: Name 2 ways you can use to find a job?

1. _____
2. _____

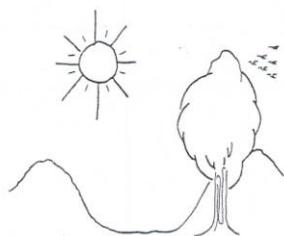
PERSONAL 1

Name _____

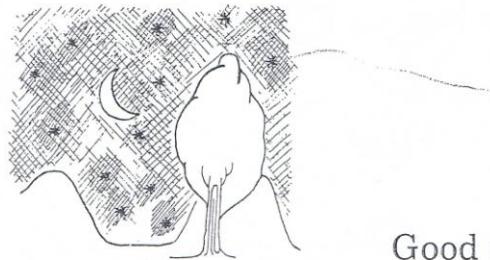
- A. Good morning.
How are you?
- B. I'm fine, thank you.
How are you?
- A. Fine, thanks.



Good morning.



Good afternoon.



Good evening.

3



PERSONAL 7

First name _____

- A. What's your name?
- B. My name is _____.
- A. What's your first name?
- B. My first name is _____.
- A. Spell that.
- B. _____
- A. What's your last name?
- B. My last name is _____.
- A. Please spell that.
- B. _____



First name _____

Last name _____

LAST NAME _____

FIRST NAME _____

Name _____
Last First

Class #2 and #3: Work Rules

1. Review
 - Address and phone number
 - Why is employment important?
2. Work Rules
 - Introduction:
 - In the U.S., there are work rules to make sure employers treat employees fairly and that they feel safe at work. Work rules are different in every work place, depending on the type of work you will be doing; there are certain rules that need to be followed. When you first start work, get to know the rules of your work place.
 - Some common work rules are:
 - *Arrive on time.*
 - Being on time is important in U.S. culture.
 - On-time arrival shows employers that you are responsible and hardworking.
 - Be at work at the time your employer tells you to be at work.
 - If your employer tells you to be at work at 7:00am, arrive at 6:45am. Give yourself enough time. Most people allow themselves 15 minutes in case something goes wrong.
 - If you're going to be late, call your supervisor.
 - If you are at work at 7:01am and you were supposed to be at work at 7:00am, you are late!
 - If you are always late to work, you can lose your job.
 - *Come to work looking clean and neat.*
 - No smells, brush your teeth, brush your hair, shower or bathe, etc.
 - U.S. culture likes it when people come to work clean.
 - Employers like when you are dressed neatly and looking good because it shows that you care about yourself and your job.
 - Arriving to work smelly, with food stuck in your teeth and messy hair will make your employer think that you don't care about yourself and that you are not serious about the job. Co-workers will complain.
 - Wear clothing according to standards at your place of employment. Wear what you are told to wear (e.g. closed shoes, long pants, long sleeve shirt).
 - If you are not dressed how employer tells you, you can lose your job. This has happened to some people.

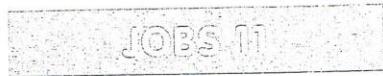
- *No smoking or chewing tobacco at work.*
 - U.S. law does not accept smoking or chewing tobacco at work. Smoking and chewing tobacco is bad for your body and causes others to get sick.
 - If you are seen smoking and chewing tobacco at work, you can lose your job.
- *No drinking alcohol or using drugs.*
 - U.S. law does not accept alcohol drinking or using drugs. Alcohol drinking and using drugs before, during or after work will slow you down, you cannot do a good job, and you might harm others.
 - Employers make require you to take a drug test – before and after you get hired. Some may make you take a drug test at any time.
 - Do not drink energy drinks or Tylenol with codeine because it will show up in a drug test.
 - If a drug test finds that you have alcohol or drugs in your body, your employer fire you because you have done something wrong.
- *Stay awake at work.*
 - Falling asleep on the job is a safety concern, especially if you are operating machinery or heavy equipment.
 - When you sleep at work, you are not awake to know what is happening around you. If you fall asleep while working, you could hurt yourself or others.
 - Sleeping at work will cause you to lose your job. This has happened.
- *Listen to what your supervisors tell you.*
 - Supervisors like it when you listen to what they tell you. It shows them that you are a good employee.
 - Listen and do what you are told to do with a willing attitude, even if it is cleaning out the trash.
- *Be nice to your supervisors.*
 - Supervisors like it when you are nice to them; it shows them that you respect them.
 - Be kind and greet them when you come into work.
- *No playing around or touching others at work.*
 - Do not play around, tease or touch others at work.
 - Actions like this are taken very seriously in the U.S. and can cause you to lose your job.

- *Do not miss too many days of work.*
 - If you need to take time off, are sick, or have an appointment, tell your supervisor before – not the day of when you are supposed to be working.
 - Missing too many days of work may make your employer think you don't care about your job and you could be fired.
- *Always have a good attitude.*
 - You could be fired for treating others badly.
- *Make friends and work together with co-workers.*
 - Co-workers can make work more pleasant.
 - Working together with your co-workers will help the days go by faster.

Name	first	last	
Address			
Telephone number	city	state	zip code
Social security number			

1. My first name is _____.
2. My last name is _____.
3. My address is _____.
4. My telephone number is _____.
5. My zip code is _____.
6. My social security number is _____.
7. My city is _____.
8. My state is _____.
9. My country is _____.

JOB APPLICATION		
Name: _____	Last name	First name
Address: _____	Number	Street
City ()	State	Zip code
Telephone	Social Security Number	
Are you over 18 years of age?	yes <input type="checkbox"/>	no <input type="checkbox"/>
Education: Circle last grade completed:		
Grade 5 6 7 8	High School 1 2 3 4	College 1 2 3 4
Name and address of last school attended: _____ _____		
Do you have legal right to remain and work in the United States?		yes <input type="checkbox"/> no <input type="checkbox"/>
Job experience?	yes <input type="checkbox"/> no <input type="checkbox"/>	
What was your job? _____		How long? _____
Name and address of last job: _____ _____		
Signature _____		Date _____



- A. In my native country, I was a farmer.
- B. What did you do each day?
- A. I worked very hard. I grew corn, cucumbers, and rice.



- B. Did you take care of animals too?
- A. Yes, I did. I had some chickens and pigs.
I never went to the grocery store.



- B. Life was different there.
- A. Yes. Life is very different here too.

oooooooooooooooooooooooooooooooooooo

two hundred twenty-nine 229

Class #4: At the Work Place

1. Review

- Address and phone number
- What are some work rules that we mentioned last class?
- Why is _____ rule important?

2. Introduction

- In the U.S., there are laws that protect you as an employee. These laws are to make sure that employers are treating you fairly. Moreover, when you are at work, your employer has expectations of you as an employee and your performance at work should show that. Show your employer what you can do and impress them.

3. U.S. Laws Protecting Employees

- *Under U.S. law, employers do not need to know what you do in your personal time, or know about your personal life.*
- *Under U.S. law, employees are entitled to fair wages.*
- *Under U.S. law, employers must treat you the same as other employees.*
- *You are entitled to a safe workplace.*
- *Your employer or co-workers cannot blame you or make up stories about you that aren't true.*
- *If you feel that you are not being treated fairly by your employer, please inform us. Make sure to write down the date and what happened, every time it happens. We will try our best to help.*

4. Expectations of Employees

- *Be on time – in everything you do at work.*
 - Being on time is important because it shows the employer that you are dependable and that they can count on you.
- *Do the work you are told to do.*
 - This shows your supervisor that you care about your job.
 - This also shows your supervisor that you are able to do the job and that you understand instructions.

- *Talk to your supervisor and ask questions if you don't understand.*
 - When you first start a new job, there will be things that you may not understand.
 - It is okay if you don't understand something.
 - Supervisors and trainers are there to help you and you are there to learn.
 - If you don't understand, ask for help.
- *Let your supervisor know 1 month to 2 weeks before taking off from work or quitting your job.*
 - Giving enough time to tell supervisor about taking time off or quitting your job will help you keep a good relationship with your supervisor.
 - This is especially important when applying to other jobs. That way, you can use supervisor as a reference in the future. (A reference is a person that an employer can contact to learn about your work habits and qualities).
- *Tell your co-worker or supervisor right away if you get hurt at your job.*
 - This can save your life and help establish Workers Compensation.
 - Workers Compensation is a form of insurance that provides medical compensation for employees who get hurt on the job.
 - If you don't tell a co-worker or supervisor that you are hurt, it can get worse and will be hard to prove you were injured on the job, making it hard to get Workers Compensation.

5. Interacting With Supervisors and Co-Workers

- It can be hard to talk to a supervisor or co-worker, especially if you are worried about what they think. But talking to supervisors and co-workers will benefit you because it builds good employee-supervisor relationships that will allow for better jobs in the future.
- *Greet your supervisor and/or co-worker.*
 - *Don't be nervous. Your supervisor or co-worker might be nervous talking to you, too!*
 - Smile and say, "Hello, how are you?"
 - Wave (a gesture of saying hello)
 - Ask "How are you doing today?"
 - If they ask you, "How are you doing today?" Say, "I'm doing well," or, "I'm doing okay."
- *Make eye contact.*
 - U.S. culture thinks it is rude when you don't look at others when talking to them.
 - Keep your eyes focused, but don't stare. This may give a bad impression and make them feel uncomfortable around you.
 - Good eye contact shows you are listening to what the person is saying

- *Good body posture.*
 - Do not slouch your back
 - If stand up, stand up straight
 - If sitting, sit upright with your back straight
 - Do not move around too much
- *Challenge yourself to talk casually with your co-workers and supervisor.*
 - Some people like to talk to you.
 - Talk about a funny moment that happened to you or something interesting you found out about. Don't talk about other people – this is gossiping.
 - Don't avoid the person. This may give impression that you don't like them.

84 / Jobs

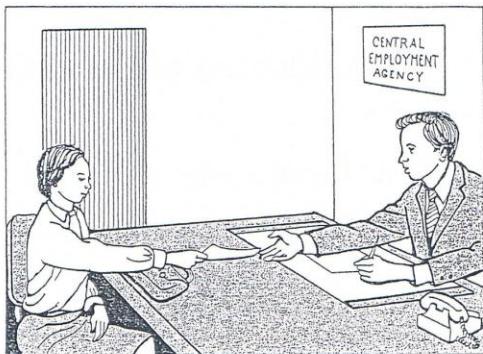
CONVERSATION 1: Getting a Job

1.



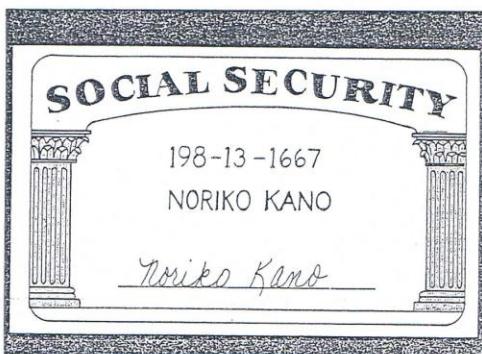
- A. I need a job.
B. What can you do?

2.



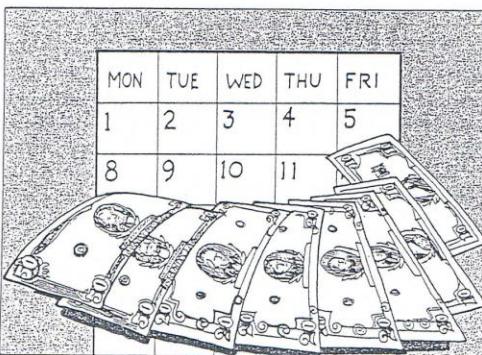
- A. I'm a secretary.
B. Do you have any references?
A. Yes, I do.

3.



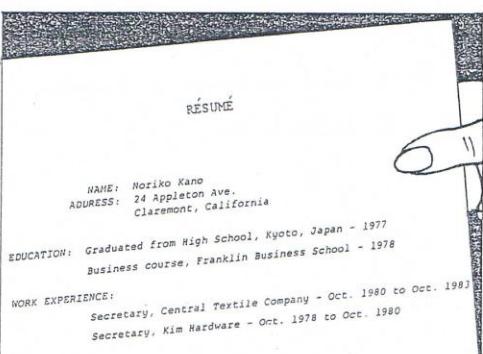
- B. You need a Social Security card.
A. I have one.

5.



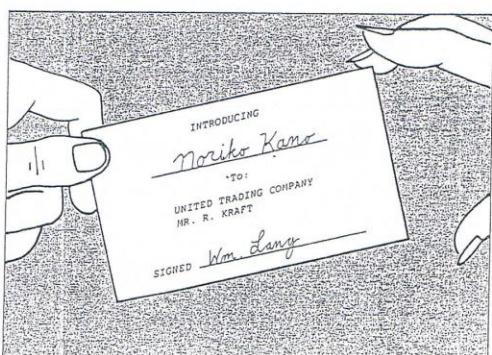
- B. There's a good job at the United Trading Company. The salary is \$200.00 a week.
A. I'd like that.

4.



- B. Can I see your résumé?
A. Here it is.

6.



- B. Fine, take this card to Mr. Kraft at the Company.
A. Thanks very much.

Eastside Literacy
Student Handout - Situations

Look at the pictures.



Let's talk:

1. What is happening in each picture?
2. Does this happen to you?
3. Who do you have to call at work when you are *running late* or can't get to work?
4. What do you say?

Class #5: Taxes and Paycheck Deductions

1. Review

- Address and phone number
- What are some U.S. laws that protect you as an employee?
- What are some employee expectations?

2. Introduction

- Receiving your first paycheck at a new job is exciting but sometimes it can be hard to read and understand your paycheck.
- When you get your paycheck, you will see money taken out. Taxes are automatically taken out of your pay.

3. Tax Deductions

- Before you start work, your employer will have you fill out a W-4 tax form, which is required by U.S. law. The amount of tax deducted from your paycheck is determined by your allowances.
- Under U.S. law, employers are required to pay taxes to the U.S. government, which are taken out of your pay. The taxes are used to fund the roads we drive on, Medicaid health benefits, the schools our children attend, and other services.
- Also under U.S. law, employer must pay half (7.65%) of your Social Security/Medicare taxes for you.
- Social Security tax is withheld. As long as you continue working until a U.S.-appropriate retirement age (65 or older), you are eligible to obtain that social security tax as an income when you retire.
- Medicare tax is also withheld, and is used to pay for Medicare insurance, available age 65 (retirement age). Medicare insurance helps cover medical costs.

4. Tax Returns

- Any person authorized to work in the U.S. must fill out a tax return.
- Tax returns are reports filed with the Internal Revenue Service (IRS); state and local tax collection agencies containing information on tax income.
- Tax returns are filed during the months of January through March, and are due April 15th.
- If you don't file a tax return, you may receive a letter in the mail from the IRS stating that you owe the U.S. government taxes.

- A benefit of filing taxes is that you may receive income from U.S. government after you have filed taxes, based on your income and types of expenses.
5. Filing Taxes
- You can take your taxes to any tax preparation company like H&R Block or Liberty Tax but will require you to pay a fee (expensive).
 - Interfaith recommends getting free tax preparation by Christ Episcopal.

NAME: KAO VUE		
HOURS	GROSS PAY	NET PAY
35	\$ 183.75	\$ 157.50
F.I.C.A	FEDERAL TAX	STATE TAX
\$ 5.25	\$ 18.40	\$ 2.60

1. What is the name on the stub?

2. What are the total hours worked?

3. What is the net pay?

4. What is the gross pay?

5. How much does he pay to Social Security?

6. How much does he pay to the state?

7. How much does he pay to the U.S. government?

Class #6: Budgeting and Saving Money

1. Review

- Address and phone number
- What is taken out of your paycheck? (Answer: Taxes)
- Why are some types of taxes taken from your paycheck?
- Where can you get taxes prepared for free?

2. Introduction

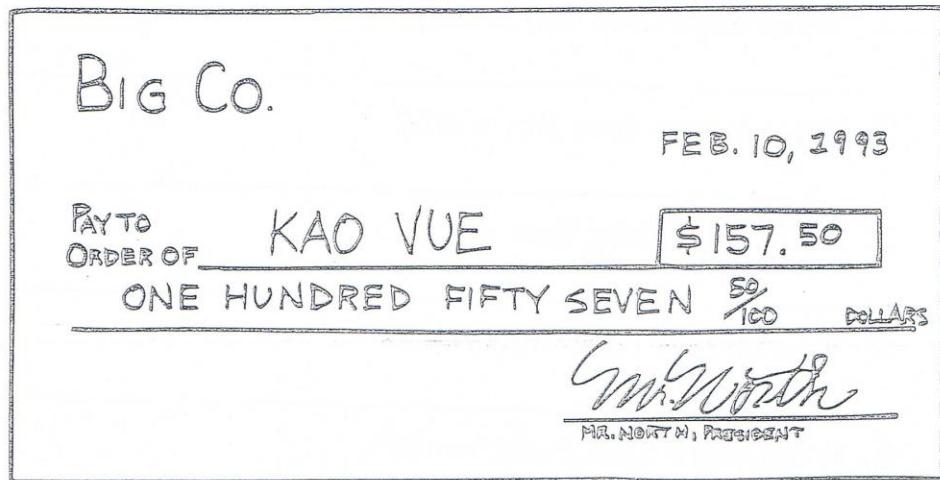
- One of the good things about working is that you now have money to save. However, saving money is easier said than done.
- Saving money can help you buy a car, own a home, pay for college education, or whatever your financial dream might be. Saving money can also help pay for emergency medical costs if something unexpected happens.

3. Some Ways To Save Money

- **SPEND LESS THAN WHAT YOU EARN!!!**
 - You make \$1360 a month. Bills total \$900 a month. This allows you to save \$460 a month. If you saved \$460 for 12 months (1 year), you can save a total of \$5,520.
- **MAKE SURE YOU SPEND ON WHAT YOU NEED, NOT WHAT YOU WANT**
 - Needs: baby food, warm clothes during the winter, water
 - Wants: TV, radio, iPod
 - Make sure you don't buy something expensive that you really do not need.
 - Set a dollar limit on how much you spend.
 - Make sure to use coupons. Coupons are pieces of paper with a barcode on it that save you money on a product item. You can find coupons in newspapers or online, some of which you can get for free, buy for a small fee, or print cheaply.
- **Keep all your receipts and bills. Ask your Case Worker to show you how to budget your money and record what you spend in your checking account register.**

JOBS 9

- A. I think there's a mistake on my paycheck.
 - B. What's wrong?
 - A. The amount isn't right.
 - B. Do you have the stub?
 - A. Yes, here it is. But I don't understand it.
 - B. Let's look at it.
-



1. The part of the paycheck you keep is the _____.
2. The part of the paycheck you cash is the _____.
3. Who is the check made out to? _____
4. How much is the check for? _____
5. What is the company's name? _____
6. Who signed the check? _____

two hundred twenty-five 225

Class #7: Job Interview and Preparation

1. Review
 - Address and phone number
 - What are some ways you can save money?
 - What is a need and what is a want?
2. Job Interview Preparation
 - Going for a Job Interview Worksheet
 - When You Go for a Job Interview Worksheet
3. Job Preparation
 - You Have the Job Checklist
 - Reading a Night Shift Schedule Worksheet
4. Calculating Time Worksheet
 - Transportation to work using CARTS Van

Going For A Job Interview



Everyone -- Need to be clean

Bathe and use deodorant - both men and women

Brush teeth – have clean breath and do not chew gum

Have hair clean and fix in more traditional style

Men – shave before going and trim beard and mustache

Use very little or no after-shave lotion or cologne or perfume

Be sure clothes are clean and neat and not wrinkled – iron if needed

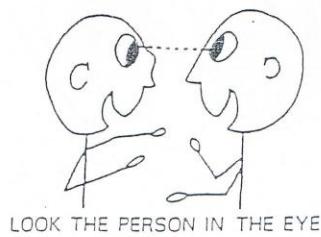


WHEN YOU GO FOR A JOB INTERVIEW

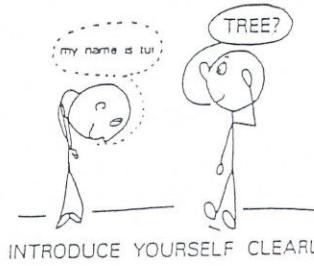
1. Walk briskly.
2. Shake hands firmly with the interviewer.
3. Introduce yourself clearly and confidently.
4. Look the interviewer in the eyes.
5. Answer any questions completely.
6. Ask anything that you need to know about the job.
7. Describe to the interviewer any experience that you have had.
8. If you don't really understand a statement or a question, ask the interviewer to repeat it.
9. If you want the job, tell the interviewer that you do.
10. Sell yourself with your words and your body language.



WALK BRISKLY



LOOK THE PERSON IN THE EYE



INTRODUCE YOURSELF CLEARLY

JOB 7

- A. I'm happy to tell you, you have the job.
- B. Thanks. When do I start?
- A. Be here tomorrow at 9:00 to fill out your insurance and tax forms. You can start next week.
- B. I'll be here. Thanks

Remember to:

- 1. Be on time
- 2. Bring your social security card
- 3. Shake hands
- 4. Bring picture I.D.

What's the job?	What are the hours?	What's the salary?	What are the benefits?
1. Mechanic	7 am - 4 pm	\$13 an hour	health
2. Assembler	2 pm - 11 pm	\$9 an hour	health
3. Seamstress	1 pm - 5 pm	minimum wage	none

The Night Shift Schedule

	M	T	W	Th	F	Sat.	Sun.
Pang	4 - 9		4 - 9			4 - 9	
Lin		4 - 9		4 - 9			
Tom				5 - 9	5 - 9		5 - 9

1. What days does Lin work?

2. What hours does Lin work?

3. What days does Tom work?

4. What hours does Tom work?

5. What days does Pang work?

6. What hours does Pang work?

7. What shift do they work?

Name: _____

Calculating Time Worksheet

How many hours were worked if no lunch was taken?

Time In	Time Out	Total
7:00 am	5:00 pm	
9:00 am	3:00 pm	
2:00 pm	6:00 am	
10:30 am	8:30 pm	
7:00 am	7:00 pm	
8:00 am	9:30 pm	

How many hours were worked if 1 hour for lunch was taken?

Time In	Time Out	Total
8:00 am	5:00 pm	
11:30 am	3:30 pm	
5:00 pm	6:00 am	
11:00 am	8:00 pm	
8:00 am	8:00 pm	
8:30 am	9:30 pm	

How many hours were worked if .5 hour for lunch was taken?

Time In	Time Out	Total
8:00 am	6:00 pm	
11:00 am	3:30 pm	
8:30 pm	6:00 am	
11:00 am	8:00 pm	
10:00 am	10:00 pm	
8:30 am	9:00 pm	

Class #8: Evaluation and Wrap-Up

1. Individual Verbal Test

- What is your first name?
- What is your last name?
- What is your street address?
- What is your phone number?
- What city do you live in?
- What state do you live in?

2. Large Group Discussion

- Why is employment in the U.S. important?
- If your supervisor says that you need to be at work at 7:00am, what time should you be at work?
- Before you go to work, you should do what?
Answer: Brush teeth, brush/comb hair, shower, wear clothes the way the employer and the job wants you to wear.

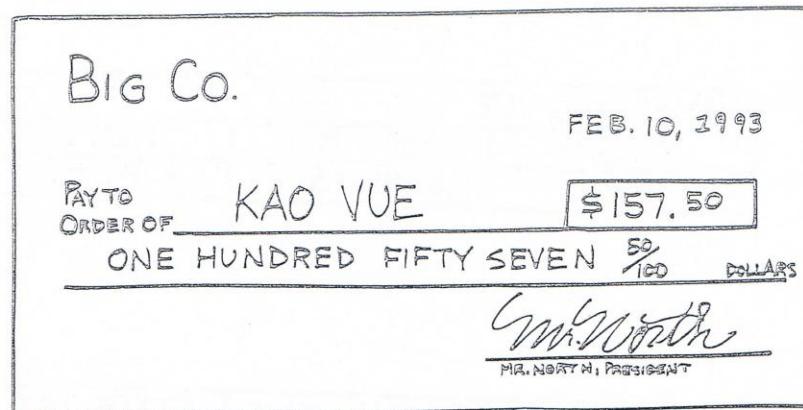
3. Check Your Understanding of a Work Time Sheet

4. Check Your Understanding of a Work Pay Stub

5. Understanding Your Pay Stub in More Detail Worksheet (pages 1 and 2)

6. Wrap-Up

- Pass out Certificates (8/8 classes)
- Pass out Honorable Mentions (7/8 classes)



NAME: KAO VUE		
HOURS	GROSS PAY	NET PAY
35	\$ 183.75	\$ 157.50
F.I.C.A.	FEDERAL TAX	STATE TAX
\$ 5.25	\$ 18.40	\$ 2.60

Match

- | | |
|----------------------|---|
| 1. stub _____ | a. total hours you work |
| 2. hours _____ | b. Social Security |
| 3. gross pay _____ | c. the money you take home |
| 4. net pay _____ | d. the money the state takes |
| 5. F.I.C.A. _____ | e. all the money you make |
| 6. federal tax _____ | f. the part of the paycheck you keep |
| 7. state tax _____ | g. the money the U.S. government takes. |

CHECK YOUR UNDERSTANDING

Altech Company
Open 7 days a week

Name: Carlos Gomez
SS#: 462-92-8793

Day	Date	In	Out	Total
W	3/1	8:00	5:00	8
Th	3/2	8:00	6:00	9
F	3/3			
Sa	3/4			
Su	3/5	8:00	5:00	8
M	3/6	8:00	5:10	8
T	3/7	8:00	5:00	8
W	3/8			
Th	3/9	8:00	5:00	8
F	3/10			
Sa	3/11	8:00	5:00	8
Su	3/12			
M	3/13	8:00	5:00	8
T	3/14	8:00	6:00	9
W	3/15	8:00		

Altech Company
Open 7 days a week

Name: Sam Muñoz
SS#: 897-34-2863

Day	Date	In	Out	Total
W	3/1	8:00	5:00	8
Th	3/2	8:00	5:00	8
F	3/3	8:10	5:00	7:50
Sa	3/4			
Su	3/5			
M	3/6	8:00	5:00	8
T	3/7	8:00	5:00	8
W	3/8	8:00	5:00	8
Th	3/9	8:00	5:00	8
F	3/10	8:15	5:00	7:45
Sa	3/11			
Su	3/12			
M	3/13	8:00	7:00	10
T	3/14	8:00	6:00	9
W	3/15	8:00	4:50	7:50

Listen, look, and answer.

- What is the name of the company?
- What is the name of each person?
- Who didn't punch out on March 15?
- Who was late on Friday, March 3?
- Did Carlos or Sam work on March 4?
- Who worked overtime on Monday, March 13?
- Who had a day off on Friday, March 10?
- Who had a day off on Wednesday, March 8?
- When did Carlos work overtime?
- Who has worked the most hours in one day?

Unit 12 Homework 6 (continued)

EASY English Programs		Period: 09/01/04 – 09/15/04				
<u>Income</u>	<u>Rate</u>	<u>Gross Pay</u>	<u>Year-to-date</u>	<u>Taxes/Deductions</u>	<u>Amount</u>	<u>Year-to-date</u>
Knudsen, Roger			999-78-2017		09/17/04	
Wage	35 hrs @ \$8.95/hr	\$313.25	\$1476.75	Fed Tax: FICA-E Med-E NY IncTx	\$36.93 \$19.63 \$4.23 \$13.91	\$162.44 \$95.98 \$20.67 \$73.84
				Totals:	\$74.70	\$352.93
					Net Pay: \$238.55	

Answer the following questions using information from the pay stub above.

17. How much does Roger get paid for every hour that he works? _____

18. How many hours did Roger work during this pay period? _____

19. What was the amount of Roger's check? _____

20. How much money did he have to pay in taxes this period? _____

21. How much federal income tax has he paid this year? _____

22. How much money has Roger earned this year? _____

23. Who is Roger's employer? _____

Unit 12

Unit 12 Worksheet 6 (continued)

Digital Education Productions			Period: 09/01/04 – 09/15/04		
Nguyen, Thuy			999-78-2017	09/16/04	
Income	Rate	Gross Pay	Year-to-date	Taxes/Deductions	Amount
Wage	25 hrs @ \$9.75/hr	\$243.75	\$750.75	Fed Tax:	\$26.81
				FICA-E	\$14.63
				Med-E	\$3.53
				NY IncTx	\$10.94
				Totals:	\$55.91
					\$172.19
				Net Pay:	\$187.84

Answer the following questions using information from the pay stub above.

17. How much does Thuy get paid for every hour she works? _____

18. How many hours did Thuy work during this pay period? _____

19. What was the amount of Thuy's check? _____

20. How much money did she have to pay in taxes this period? _____

21. How much federal income tax has she paid this year? _____

22. How much money has Thuy earned this year? _____

23. Who is Thuy's employer? _____