

## Glossary\*

- Pay (n) Your pay is the money that you get from your employer as wages or salary  
*They complained about their pay and conditions*  
*The workers demanded for a twenty per cent pay rise (BE)/raise (AE)*
- The **equal pay** law states that employers must pay the same to men and women who are doing the same or similar jobs.  
*Equal pay for women is the law but many are still paid less than their male colleagues.*  
*Each year, there are many cases where women take their employer to court to fight for equal pay.*
  - A **pay review** is when salaries are considered for changes.  
*The unions are preparing for the negotiations in the annual pay review.*
- Salary The money that someone is paid each month by their employer, especially when they are in a profession such as teaching, law or business.  
*The lawyer was paid a huge salary*  
*I get a good salary but I need more money*
- A **salary scale** is the range of salaries available.  
*When you start, you will be at the bottom of the salary scale but you will not stay there for long.*  
*Our salary scale is not very competitive compared to our competition*
  - A **competitive salary** is a good one for that particular job.  
*We are offering a very competitive salary so we should get good applicants.*  
*We are not recruiting the best people because our salaries are not very competitive.*
  - If you need money, you can ask for a **salary advance**.  
*I asked my boss for a salary advance but he refused to give me one.*
  - When you start a job, you will receive your **initial salary**.  
*The initial salary is quite low but you should get promoted to a better job quite quickly.*  
*If we want to recruit better people, we will have to offer a more competitive initial salary.*
  - The **basic salary** is the salary before any extras such as bonuses.  
*The basic salary is quite low but there are large incentive bonuses.*  
*I prefer to have a large basic salary as there is more security.*
  - Everybody hopes to get a **salary increase**.  
*We had no salary increase this year because the company was in trouble.*  
*If you offer me an increase in salary, I will stay.*
- Wage Someone's wages are the amount of money that is regularly paid to them for the work that they do.
- A **living wage** is a wage that is just enough to enable you to buy food, clothing, and other necessary things.  
*Many farmers have to depend on subsidies to make a living wage.*
  - **The minimum wage** is the lowest wage that an employer is allowed to pay an employee, according to a law or agreement.

- Benefit** Benefits are the extras you receive in return for the work you do.  
*Although the starting salary is not very high, the benefits include health insurance.  
We pay very competitive salaries and provide some of the best benefits in the sector.*
- Bonus** A bonus is an extra amount of money paid as a reward on top of your fixed salary.  
*We usually get a bonus at Christmas depending on how well the company has done.  
Every year, usually in January, we receive a bonus. It is a discretionary bonus related to your performance.*
- Severance pay** It is money paid to workers when they are made redundant.  
*The redundant workers were given 26 weeks' severance pay.  
After ten years, I got three days' notice and no severance pay.*
- **Redundancy pay** It is given if you lose your job and are made redundant. This is usually related to the time you have worked for the company.  
*When I lost my job, I used my redundancy pay to set up my own company.  
When the company closed the branch, the redundancy pay was very generous.*
- Gross salary** It is the salary before anything is deducted for contributions and tax.  
*Her gross salary is £50 000 but obviously she takes home considerably less than that.  
He earns £40 000 a year gross.*
- Net salary** It is the salary that you are paid after deductions have made  
*My gross salary is around £60 000 but the net is around £48 000.  
The net salary is the gross salary minus the deductions the employer makes for contributions and tax.*
- Deductions** They are payments made by the employer for an employee to health and pension schemes based on the gross salary.  
*Although my gross salary seems good, after deductions, I haven't very much left.  
The details of the deductions are on your pay statement. You can see what you are paying.*
- Income tax** It is the tax which is paid on the money you earn.  
*In the UK, income tax is deducted directly from your salary and paid to the state.  
In some countries, you have to complete an income tax return annually to calculate the tax to be paid.*
- Rate** It is the amount you are paid per hour, week or month of work.  
*I don't know what the standard rate is for this type of work.  
Some people are paid on piece rate. They are paid by their output, not by the time it takes.*
- Commission** A commission is paid to people in sales based on the amounts of goods sold.  
*Working here I get paid a fixed salary and commission based on my sales.  
I get paid a commission on the deals I negotiate.*

**Basic state pension** The basic state pension is the money paid on retirement to everyone who has paid contributions for the required number of years.  
*Although I contribute to the state pension fund, I also pay into a private one too.*  
*The basic state pension is very low, too low for a decent standard of living.*

**Job** A job is the work that someone does to earn money

- An **odd-job** man is paid to do various jobs such as cleaning or repairing things, usually in someone's home.
- A **job description** details all the duties, responsibilities and personal qualities necessary for a specific job.

*We have written new job descriptions for all the jobs in our department.*

*I don't think making the coffee is in my job description!*

- If you **apply for** something such as a job or membership of an organization, you write a letter or fill a form in order to ask formally for it.

*I am continuing to apply for jobs, but ...*

*I've applied for six jobs in the last week and haven't heard back from any of them.*

- If you are **out of** a job, you do not have any work. If you are **put out of a job**, you are made redundant. You can become a **job seeker**, you can go to a **job center**

*I'm out of a job at the moment but I'm hopeful I'll get something soon.*

*My biggest fear is being out of my job. At my age, I would struggle to find another one.*

- If your job is **at stake**, it is at risk of being lost.

*There are 500 jobs at stake if we don't get the contract.*

*If I make a mess of this, my job will be at stake.*

- If your job is **in jeopardy**, it is also at risk.

*The fall in demand puts all our jobs in jeopardy.*

*With their jobs in jeopardy, you would have expected the unions to have been more cooperative.*

**Work** To work **overtime** means to do more than the usual hours required by the contract.

*We aren't paid when we work overtime, but we can take time off.*

*We had to work overtime to get the project finished on time.*

- **to work shifts** means to work in teams at different times of the day and night.

*In today's twenty-four hour society, more and more people work shifts.*

*We get paid more when we work shifts to compensate for the irregular times.*

- **To be on the night shift** To be on the night shift means to work with a group during the night, often from ten pm to six am

*It's very hard on the night shift because I can't sleep very well during the day.*

*Some people prefer to be on the night shift because they are at home when the children come home from school.*

- **a roster** = a list of who's working when and where

*The weekly roster is put up on the board so that you can see who is working.*

*Look on the roster to see what job you are doing.*

**Flexitime (AE)** Flexitime is a system that allows employees to vary the time that they start or finish work, provided that an agreed total number of hours are spent at work

*As we work flexitime, I take the children to school and arrive at nine thirty.*

*With flexitime, as long as I have done my seven hours, I can leave at four thirty.*

**Vacancy** If there is a vacancy, there is a job available because a new post has been created or a person has left.

*Larry's move to London has created a vacancy in Marketing if you are interested.*

**Post** A post in a company or organization is a job or official position in it, usually one that involves responsibility

*She had earlier resigned her post as President Obama's assistant*

**Letter of application** When you want a new job, you send letters of application to the company concerned.

*I've written letters of application for four different jobs but had no reply yet.*

*We have received letters of application from a wide range of candidates.*

**Qualification** Your qualifications are your academic or professional diplomas.

*For a post at this level, we consider experience to be more important than academic qualifications.*

*For this post, we give full training. The only qualification necessary is a high school diploma.*

**Applicants** The candidates who apply for the job are also known as the applicants.

*The number of applicants is very high. There are a lot of people with the right qualifications and experience.*

*We do a pre-selection of the applicants based on their previous experience.*

**Recruitment agency** A company can use a recruitment agency to fill their vacancies

*We use a recruitment agency to advertise the post and do a pre-selection.*

*There are several recruitment agencies who specialize in our sector so we can find highly qualified candidates quickly.*

**Career** A career is a job or profession that someone does for a long period of their lives.

*She is now concentrating on a career as a fashion designer.*

- If your **career has its ups and downs**, it has good moments and bad moments.

*My career has had its ups and downs but I'm doing very well at the moment.*

*His career has its ups and downs but he remains as enthusiastic as ever.*

- If your **career has blossomed**, it has done very well.

*She started out as an office junior but since then her career has blossomed .*

*Since I improved the level of my English, my career has blossomed.*

- If you have had a **brilliant career**, you have a very good one.

*She's had a brilliant career with top jobs in several Wall Street firms.*

*When you look back on your brilliant career, you must be very proud.*

- If you have had a **colorful career**, it has been interesting and exciting.

*His colorful career has taken him to many exciting locations.*

*As an accountant, you won't have a very colorful career.*

- If you have a **demanding career**, it takes a lot of effort and/or time.  
*He has had a very demanding career in finance with little time to spend with his family.*  
*I don't want a very demanding career. I want plenty of time for my hobbies.*
- A **distinguished career** is respected for its extremely high standard.  
*He had a distinguished career in the Ministry of Finance before moving to the private sector.*  
*You haven't had a very distinguished career so far, have you?*
- If you have a **flourishing career**, it has grown and developed successfully.  
*She has had a flourishing career as a designer of children's clothes.*  
*I don't seem to be having much of a flourishing career in this company.*
- A **glittering career** is one which causes excitement and admiration.  
*His glittering career as an actor has brought him wealth and fame.*  
*The boss began her glittering career with the firm as a humble receptionist.*
- A **modest career** is one where there are no notable achievements.  
*He has had a very modest career in our auditing office with no real successes or failures.*  
*You've had a very modest career so far with very little in the way of achievements.*
- A **promising career** is one which promises great success in the future.  
*She has started a very promising career in the City and we are sure she is going to do well.*  
*I seemed to have such a promising career when I was starting out but it has all gone badly wrong.*
- If you have a **varied career**, you have done lots of different jobs.  
*I've had a varied career so far, from policeman to actor.*  
*We're looking for a candidate with a varied career as this job requires a range of skills.*
- If you spend your **entire career** doing something, that is all you have done.  
*I have spent my entire career working for the one company.*  
*I don't want to spend my entire career doing nothing but research.*

To have time off      If you have time off, you take vacation or leave  
*I'd like to have some time off next month. I need a break.*  
*If you want to have time off, you have to fill out a request form and give it to your line manager.*

To take a day/time off      If you take a day/time off, you have an authorized absence from work for a day/some time  
*I had two days off last week so I have a lot of work to catch up on.*  
*I'd like a day off next week to deal with some family matters. Friday if that is convenient.*

To take a vacation      If you take a vacation (AE), you take time away from work, especially when you travel for pleasure.  
*I'm taking my vacation next month. We're going to Spain.*  
*I have to take my vacation during the school holidays because of my children.*

To take a sabbatical      If you take a sabbatical, you take time away from work to study or travel, usually while continuing to be paid.  
*He's on a sabbatical while he does his MBA. He'll be back next month.*  
*She's on a sabbatical from her job while she does research for her thesis.*

To take unpaid leave If you take an unpaid leave, you have an authorized absence from work but without salary.

*She's taken some unpaid leave while she moves house.*

*I don't have any paid holiday left so I'd like to take unpaid leave.*

To be off sick If you are off sick, you are absent from work due to illness.

*When you are off sick, you must provide a doctor's note.*

*He has been off sick for a few days now. I think he'll be back at work on Monday.*

Sick leave The sick leave is the time that you can be absent from work, often while being paid part or all of your salary.

*She is having an operation and so will be on sick leave for the next two months.*

*When you are on sick leave prescribed by your doctor, you get paid your full salary for the first three months.*

Maternity leave The maternity leave is the period a mother is legally authorized to be absent from work before and after the birth of a child.

*Her maternity leave finishes next week but she is not coming back to work.*

*Statutory maternity leave is paid for up to 26 weeks and can start 11 weeks before the baby is due.*

Parental leave The parental leave is the time that parents are allowed to spend away from work to take care of their baby.

*He has taken parental leave to look after the baby while his wife returns to work.*

*You have to work for an employer for one year to qualify for parental leave to look after your children.*

Maternity pay When a woman is expecting a baby, she can take maternity leave and have maternity pay.

*I can take twenty-six weeks leave with maternity pay and twenty-six weeks unpaid.*

*To qualify for maternity pay, I have to have worked for twenty-six weeks for my employer when I am expecting my baby.*

Paternity pay If a father wishes to stop work to help with a new born child, he may qualify for paternity pay while he is absent from his job.

*After twenty-six weeks working here, you can take two weeks leave with paternity pay.*

*To qualify for paternity pay, leave must be taken when the child is born or very soon after.*

Statutory sick pay It is the money paid by a company to an employee who cannot work due to illness.

*If you are absent from work due to illness, you may be able to claim sick pay.*

*To claim sick pay, you have to have medical certificate from your doctor stating that you are unable to work.*

Public holiday A public holiday is a day when almost everybody does not have to go to work (for example in the US July 4th or January 1st).

*We have 25 days paid holiday plus 10 public holidays.*

*When there is a public holiday on a Thursday, many people take the Friday off too.*

To hire If you hire someone, you employ them.

*We hired him on a six month contract.*

*I hear that they are not hiring people at the moment because of budget problems.*

To headhunt 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 Vodafone last October to build an advertising team.*

*They may headhunt her for vacant position of Executive Producer.*

To recruit If you recruit people for a company or organization, you select them and persuade them to join it or work for it.

*We need to recruit more young engineers.*

*It's difficult to recruit people because our pay is so low.*

To take up If you take up a job, you start it.

*I'm leaving here at the end of the week and I take up a new job with the University of Verona next month.*

*It's quite difficult taking up a new job and having to learn all the ropes again.*

To hold down If you hold down a job or a place in a team, you manage to keep it.

*Constant injury problems had made it tough for him to hold down a regular first team place.*

To dismiss When an employer dismisses an employee, the employer tells the employee that they are no longer needed to do the job that they have been doing.

- When an employee is dismissed from their job, you can refer to their **dismissal**.
- If you take legal action against your employer for **unfair dismissal**, you claim that they dismissed you for no good reason.

*He is suing them for unfair dismissal as he says he was only ever late once.*

*Dismiss me and I'll take you to court for unfair dismissal. I've done nothing to deserve this.*

- If you take legal action against your employer for '**constructive dismissal**', you claim that you were forced to leave your job because of the actions/behavior of your employer.

*She is making a claim for constructive dismissal because she claims her boss bullied her.*

*I'm sure you have the grounds for a complaint of constructive dismissal.*

To fire If you fire somebody, you dismiss them from their job, usually because of something they did.

*I had to fire Sally because she kept on making mistakes.*

*If you don't improve, they may decide to fire you.*

Redundant If you make somebody redundant, you dismiss them from their job for economic reasons.

*They are closing down the factory and making 500 people redundant.*

*I was made redundant from my last job.*

**Notice**            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.

*The next morning I telephoned him and gave him his notice.*

- 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.

*He handed in his notice and ruined his promising career.*

*She handed in her notice this morning and is leaving at the end of the month.*

**To sack**            If your employers sack you, they tell you that you cannot longer work for them because you have done something they did not like or because your work was not good enough.

*Earlier today the Prime Minister sacked 18 government officials for corruption.*

*I hear they intend to sack him because of his bullying.*

- **To get the sack**

*He was given the sack because he kept arriving late.*

- **To be given the sack**

*If I keep making mistakes, I'm going to get the sack.*

**To lay off**        If a company lays off someone, it makes them redundant.

*When we closed the warehouse, we laid off more than fifty people.*

*Technological advances means that we have had to lay off more and more unskilled workers.*

**To give up**        If you give up a job, you resign from it.

*I'm giving up my job and devoting all my time to my song writing.*

*If you give up your job, you won't find it easy to get another one in this economic climate.*

**To resign**        If you resign from a job, you give it up.

*He resigned from his post because he couldn't stand the long hours.*

*I resigned from my previous employer because I thought some of their sales techniques were unethical.*

**To promote**      If you promote someone, you move them up to a higher position in the organization or company.

*He handed his notice in last month when he didn't get promoted to senior manager.*

*She wants to be promoted to supervisor but doesn't have the interpersonal skills for that job yet.*

**To demote**        If you demote someone, you move them to a lower level in the hierarchy.

*She was demoted after the terrible changeover to the new accounting system.*

**To sideline**        If you do not promote someone, you can move them to a position with less effective power.

*After a period as a very ineffectual head of department, he was sidelined until he retired.*

**To retire**        When you retire, you stop working due to ill health or age.

*Jack suffers from ill health and has had to retire early.*

*The statutory age for retirement is 60 although people often retire early if they can.*



Expenses        Expenses are the costs that you incur doing your job that are reimbursed by the company, notably for travel.

*When I travel, I pay for my tickets and hotels and then claim my expenses back.*

*The company is very strict about expenses. We can't spend more than a certain amount on hotels or meals.*

Receipt        In order to claim expenses, you must keep all receipts for payments you have made.

*On the 30th of the month, we hand in all our receipts for our expenses.*

*When I take someone to lunch I always have to get a receipt so that I'll be reimbursed.*

\*(freely modified from the Collins Cobuild dictionary)