

业务外语辅导：新员工签订劳动合同对话中英文互译商务师
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https://www.100test.com/kao_ti2020/516/2021_2022__E4_B8_9A_E5_8A_A1_E5_A4_96_E8_c29_516755.htm 在这组对话中

，Derrick Stone 是一个很快就要开始工作的新员工。他来和员工关系主管 Joe Farley 签订劳动合同。 Joe: How are you, Mr. Stone? I ' m Joe Farley. 你好，Stone 先生。我叫 Joe Farley。

Derrick: Pleased to meet you, Mr. Farley. 很高兴认识你，Farley 先生。

Joe: Please have a seat. I know our employment officer has already given you information about your employee contract, but I ' d like to go over the main details again before signing. First, you ' ll be getting a monthly salary, with one month paid vacation after 1 year of service. No probation is involved. 请坐。我知道我们的人事部经理已经告诉你关于劳动合同的内容，但我还想要在我们签约之前把主要条件再谈一下。首先你的工资是月付，在服务一年后，有一个月的带薪假期。没有试用期。

Derrick: That ' s what I understand. 这我清楚。

Joe: You ' ll be covered by our medical plan while on duty. Since you ' ll be in middle management, you ' re expected to be available up to 1.5 hours past normal working hours. Any approved overtime over that will be paid at time and a half, which you can take as salary or time off. 你上班后将享受我们的医疗保险。既然你是中层，你将会比正常工作时间多工作 1.5 小时。超过 1.5 小时的必要加班都会有 1.5 倍的工资，可以以现金形式或假期形式兑现。

Derrick: I understand. . 我知道了。

Joe: A reasonable number of sick days will be covered by the company. Any extended illness will be covered by insurance.

Have you read the other terms of the contract? 合理的病假时间里公司照常支付工资。超出一定时间范围将会由保险公司负责支付。合同上的其他一些条款，你看了吗？ Derrick: Yes, I have. 是的，看了。 Joe: Do you have any questions? 你有什么问题吗？ Derrick: Just one. I noticed an item about flex-time. Is that a possibility for me? 只有一个问题。我注意到了有关弹性工作时间的规定，对我也适用吗？ Joe: Yes it is, but you ' ll have to discuss the details with your manager. 是的，但你必须与你的经理谈。 Derrick: That ' s acceptable. 这可以接受。 Joe: Good. Now, if you ' ll just sign here, you can start work in 5 days. 那好。在这里签字，你就可以在5天内上班了。百考试题收集整理。"#F8F8F8" 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com