

UNIVERSITY OF LOWELL

INNOVATIVE EMPLOYMENT PROGRAM



VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

and

EMPLOYMENT ORIENTATION

Level One

prepared for

USCI/BARD IMPLANTS, INC.

by

Dr. Hai B. Pho, Editor

Lan T. Pho & Joan DeWitt Seeler, Technical Writers

THIS CURRICULUM IS PREPARED EXCLUSIVELY FOR USCI DIVISION/BARD IMPLANTS, INC. BY THE UNIVERSITY OF LOWELL/INNOVATIVE EMPLOYMENT PROGRAM UNDER A GRANT WITH THE DEPARTMENT OF PUBLIC WELFARE/MASSACHUSETTS OFFICE OF REFUGEE RESETTLEMENT, DR. HAI B. PHO, PRINCIPAL INVESTIGATOR.

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D. Cross Cultural:

This section is intended to stimulate discussion of differences between the students cultures and that of the United States. You may wish to put students in a pair or small group to discuss what students would do in similar situations in their native countries.

E. Readings:

This section is basically a summary of the main components of U.S.C.I. personnel policies. Students should understand the meaning of each summary. Oral translations by bilingual tutors are highly recommended.

F. Role Playing/Simulations

Whenever possible, have student role play the dialogue situations with props.

II. LESSON PLAN

We suggest each lesson plan include the following:

1. Review of old material
2. Introduction of new material
3. Drills and other practice
4. Mastery activity to reveal to the student and teacher that he/she can produce the language taught without reading it.

III. HOMEWORK

The teacher should give lessons to students as follow-up. Additional written works are encouraged, however, students will probably have little time to do extra work at home.

IV. READING (as an extra assignment)

Advanced, literate students may be given teacher made assignments. The teacher may want to do some literacy exerises with weak or non-readers.

1. Identification of letters in alphabet
2. Sounds of consonants
3. Combinations of CVC (consonant, vowel, consonant) ie., bat, mat, fat, sat, cat
4. Sight words employees will see around the plant, ie., men, women, entrance, exit, make line here, names of departments, fire, etc.

V. GUEST SPEAKERS

The teacher should feel free to request a staff member to visit the class and provide explanation of complicated or technical subjects. The teacher can, alternately, ask for time for the staff member to explain procedures, and may request materials to show and use in class.

VI. REVISION

This curriculum will be revised after it is taught according to comments by teacher, USCI/Bard staff, and employees. The teacher is therefore requested to keep notes on what worked well and what didn't. Comments and suggestions are very welcome.

VII. REFERENCE

The following texts can be used as references to this curriculum:

1. ENGLISH FOR YOUR FIRST JOB, David Prince and Julia Gage, Edmonds Community College, Washington, 1981.
2. EVERYDAY ENGLISH - STUDENT BOOK 2B, edited by Linda Schurer, The Alemany Press, 1980.
3. ENGLISH FOR ADULT COMPETENCY, by Keltner, Howard and Lee, Prentice Hall, Englewood Cliff, NJ 07632, 1981.
4. AMERICAN CULTURAL ENCOUNTERS, by Carol K. Ford and Ann M. Silverman, The Alemany Press, San Francisco, CA 94101, 1981.

FUNCTIONAL OVERVIEW OF CURRICULUM

LESSON 1: The First Day at Work/Orientation

A brief history of USCI/Bard Implants; organizational chart; physical facilities; time cards; workweek; shifts; meals and rest periods; good manufacturing practices.

LESSON 2: Recognizing Work Areas

Getting around the plant; departments.

LESSON 3: People You'll Meet/Introductions

Plant staff and their activities.

LESSON 4: General Operations

Common Operations; duties.

LESSON 5: Materials You Work With

Common raw materials and their use; some products.

LESSON 6: Time Tickets - Daily

Explanation of content.

LESSON 7: Time Ticket - Weekly

Plant closing, other reasons to be away from work. Explanation of weekly time ticket, holidays, vacation, sick pay, emergency closing, snow day, and bereavement pay.

LESSON 8: Machines - Tools - Equipment

Introduction to common machines, tools, equipment.

LESSON 9: Introduction to Introducer Operations

Operations and materials.

LESSON 10: Grundzig Area

Introduction to products, operations, and materials.

LESSON 11: Pay and Hours

Punching in and out, signals, breaks, and shifts.

LESSON 12: Pay Day

Explanation of how to receive pay, pay check, payroll deductions, unemployment compensation, and workers compensation.

LESSON 13: Labor Reporting System

Explanation of how the labor reporting system works.

LESSON 14: A Typical Day at Work

Activities and procedures.

LESSON 15: Taking Breaks; Days Off

Vocabulary for social conversation: leisure activities, family, polite phrases, starting a conversation, vacation, and holidays.

LESSON 16: Employment Procedures

Filling out forms: employee address card, W-4 form, and order of names.

LESSON 17: Job Security

Physicals, probation, seniority, job evaluation, and re-evaluation.

LESSON 18: Hourly Job Bidding

Vocabulary and forms: hourly, clerical/technical.

LESSON 19: Good Work and Bad Work

Recognizing phrases specifying good and bad work, significance of volume. Vocabulary for describing work habits.

LESSON 20: Recognizing that You Understand Directions Given/Problems

Phases for asking for help, repetition, acknowledging understanding, lack of understanding, constructive criticism, and problem solving.

LESSON 21: Medical Interview

Medical form vocabulary; parts of the body.

LESSON 22: Safety/Security

On the job accidents or illness, plant nurse, and security.

LESSON 23: Calling in Sick

Vocabulary and procedures

LESSON 24: Lot History and Move Ticket

Explanation of importance and procedure of filling it out.

LESSON 25: Communication and Meetings

Common vocabulary, team work, and lot history problems.

LESSON 26: Forms at Work - Personal Records

Veteran status, citizenship status, disability, education.

LESSON 27: Forms at Work - Benefit Card

LESSON 28: Attendance and Absences

Attendance, leaving early, tardiness, and leave of absence requests.

LESSON 29: Standards of Conduct and Warning Policy

Levels of severity.

LESSON 30: Hygiene and Other Regulations

Body odor, bathrooms, uniforms, ID badges, food and beverage, smoking and lockers.

LESSON 31: Company Services

Communication, awards and recognition, activities, and education.

LESSON 32: Leaving USCI

Resignation, retirement, plant layoff, job reduction, exit interview, and return of company property.

Lesson 1

THE FIRST DAY AT WORK

1. A Brief History of USCI/Bard Implants.
2. The Organizational Chart.
3. The Physical Facilities: parking lot, employee entrance, security guard, emergency exit, fire extinguisher, no smoking sign, employee locker rooms, uniforms, employee identification badges, nurse's office, employee cafeteria.
4. Time Cards: time clock, punch in, punch out. Cards should remain in the racks at all times.
5. Workweek: begins Monday and ends Friday. Your supervisor will advise you if you have a different workweek.
6. Shifts:

<u>First Shift</u> 7:00-3:30 or 8:00-4:30	<u>Second Shift</u> 4:00-12:30
---	-----------------------------------

Buzzer signals serve as a reminder that work is beginning or ending. You are required to maintain at your work station until the release buzzer sounds.

7. Meals and Rest Period:
 - Meal period: 30 minutes unpaid
 - Breaks: two paid 15-minute rest periods are scheduled for each shift.
8. Good Manufacturing Practices(GMP): The products sold by USCI/Bard Implants are manufactured under the guidelines of Good Manufacturing Practices. GMP is simply a restatement of Bard's motto: "QUALITY, INTEGRITY, SERVICE" which is directed towards the patients whose lives may depend on our products.

The guidelines for Good Manufacturing Practices recognize that in our industry there is little margin for error. Good Manufacturing Practices rests on the dedication of each employee to produce a product that could be used on a member of his or her family with complete confidence. Only in this way can we do justice to Bard's pledge to the patients who use our products.
9. Slide Show: USCI - good manufacturing practices; people and places

Lesson 1 (cont.)

DIALOGUE

1. Mary: This is your uniform and hair covering.
Nouphit: Do I have to wear them all the time?
Mary: Yes you do. Take good care of your uniform.
Keep it clean.
Nouphit: I will.

2. Honhum: What is it?
John: It's your time card. Punch in before you
begin your shift and punch out before you
go home.
Honhum: Where do I put
John: Always put it in the rack.

A BRIEF HISTORY OF OUR COMPANY

USCI Division
Bard Implants Division
USCI International Division
C. R. Bard Inc.

USCI/Bard Implants, one of the world's largest producers of cardiovascular catheters and urological catheters, is located in Billerica, Massachusetts; Glens Falls, New York; Fitzwilliam, New Hampshire; and Ireland.

The Billerica Facility is the headquarters of USCI Division, Bard Implants Division, and USCI International Division.

USCI®, originally named United States Catheter and Instrument Corporation, was founded in 1941 in Glens Falls, New York. United States Catheter and Instrument Corporation was acquired by C. R. Bard, Inc. of Murray Hill, New Jersey in 1966. The Company's first products were ureteral and urethral (urological) catheters.

Urological catheters, filiforms, and bougies were the main products until 1946. With increased technology and medical progress, USCI now manufactures a broad line of cardiovascular catheters and probes which incorporate balloons, electrodes, and temperature-sensing devices.

In 1960, USCI and Dr. Michael DeBakey collaborated in the production of the DACRON arterial graft. Since that time, the DeBakey® arterial graft line has expanded to include a wide range of knitted, woven and velour grafts, including the current VASCULOUR®-II prostheses.

In 1972, the filamentous velour graft was developed. In addition to arterial grafts, Bard Implants Division also manufactures and supplies DACRON and TEFLON fabrics used in hernia repair, intracardiac patching, cancer reconstructive surgery, and heart valve fixation rings.

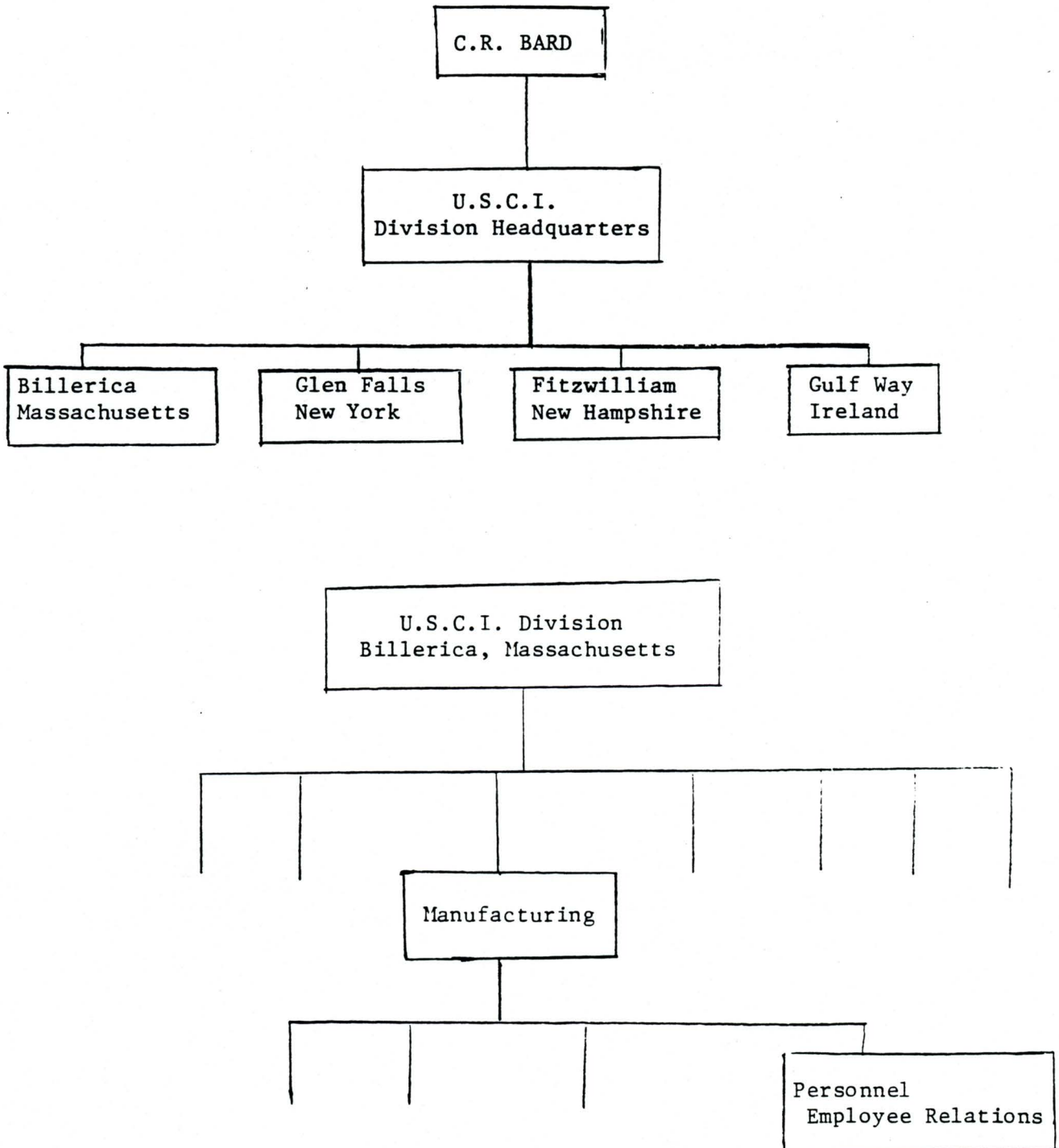
In 1978, USCI started into a new exciting area in cardiovascular medicine. Working with Andreas Gruntzig, M.D., of the Schneider-Medintag Company in Zurich, Switzerland, and other prominent physicians around the world, USCI has developed a small balloon catheter and guiding/inflation system for the dilation of coronary, femoral, iliac, and renal arteries.

Other USCI products include catheter introducers, stop-cocks and manifolds, needles, stainless steel and TEFLON-coated spring guides, and a wide variety of accessories used in Cardiology, Radiology and Surgery.

The quality of USCI/Bard Implants products has proven itself in the world market by the test of time. This quality will always be maintained by our policy of keeping informed of the latest advances in various fields of science and applying these to the development and manufacture of new devices in collaboration with the medical profession. In order to assure the future of USCI/Bard Implants by the continuous development of products, emphasis has been placed on Research and Development activities. New products and continued improvement of existing products will assure USCI's/Bard Implants' growth as a leading supplier of medical devices.

U.S.C.I.

ORGANIZATIONAL CHART



Lesson 2

RECOGNIZING WORK AREAS

(Review: Directions, Cardinal Numbers: 1st, 2nd)

VOCABULARY

men's room/men	umbilical	thermodilution
ladies' room/women	extrusion	introducer
nurse's office	department	spring guide
personnel office	gruntzig area	parking lot
quality area	locker	q c inspection
time clock	computer	steerable catheter
staging area	guide catheter	low profile area
labor reporting device	cafeteria	straight ahead
turn	right	up the stairs
down the stairs	left	take your . . .
go	1st	lost
balloons	packaging	2nd

GRAMMAR:

Prepositions - on, up, down, next to
Imperatives
Wh questions - where, how, what
Idioms - How about you; that would be nice
take (in take your 1st left)

CROSS CULTURAL:

LATE FOR WORK

A friend of yours works in the office of an American company. The other day, she arrived at work late, and explained to her supervisor that she had to take her relatives to the airport. The supervisor was angry, because:

- a. She did not believe the story.
- b. She felt that family matters should not interfere with work.
- c. She is not sympathetic to those working with her.
- d. The supervisor felt that the worker should have requested permission in advance to be late.

After discussing Late for Work situation, ask students to select an answer and compare it with the correct one at the end of the lesson.

Lesson 2 (cont.)

MATERIALS:

- map of plant
- flashcards with men, women, personnel and other words employees will see on doors or walls

DIALOGUE:

1. Socheat: Where's the personnel office?
Joe: Go down the hall. It's the second door on the left.

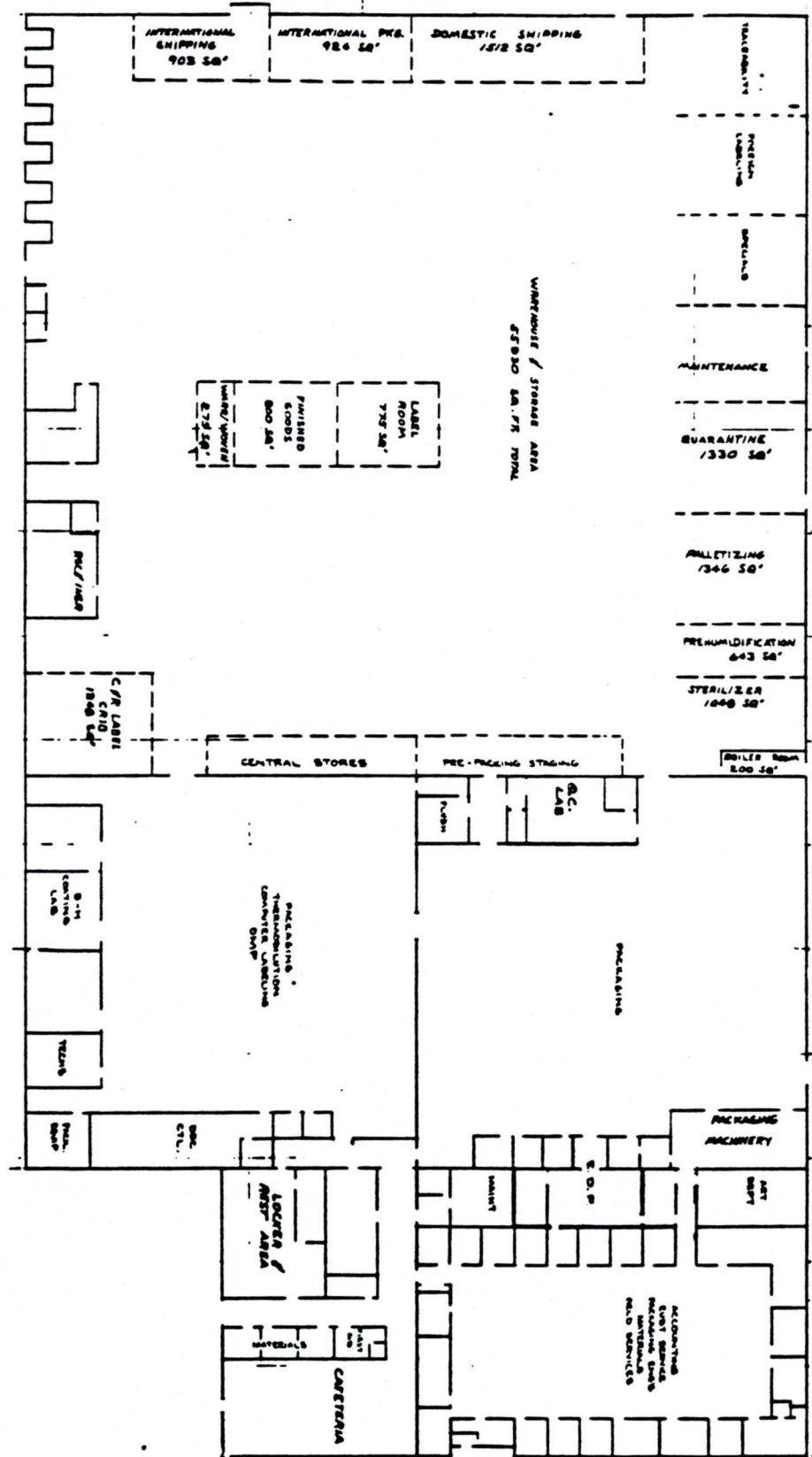
2.
Sally: What department are you in?
Ry: Introducer. How about you?
Sally: Spring guide. It's right next to yours.
Ry: Really? Maybe we can sit together at break.
Sally: That would be nice.

3. Tan: How do I get to the cafeteria?
Mary: Go down these stairs, turn right. Take your first left. It's the third door on your right.
Tan: Thanks.

SOLUTION TO LATE TO WORK

- a. Probably not the reason, unless your friend has been late frequently in the past.
- b. This is more true in the United States than in many other countries. However, many supervisors will allow absences of this sort if requested in advance.
- c. Probably not the reason. See d below.
- d. Yes. If an employee knows about an absence beforehand, he or she should talk to the supervisor about it — the earlier, the better. If the answer is no, the worker can make arrangements to take care of the problem.

Bldg II



USCI USCI, A DIVISION OF C. R. BARR, INC.
100 WEST MAIN STREET
MILBURN, N.J. 07041
TELEPHONE (908) 833-1111

Lesson 3

PEOPLE YOU'LL MEET/INTRODUCTIONS

(Review: Work Areas)

VOCABULARY:

personnel	telephone operator	work station
Greg Daher	switchboard	apply for
Maria Fort	receptionist	painful
supervisors	security guard	operation
section manager	nurse	work on
Paul Spofford	operator	engineer
Mary O'Flaherty	maintenance	work leader
Steve Ruggles	secretary	janitor
group leader	boss	set up person
cashier	cafeteria worker	mechanic
department head	assign work	train
answer the phone	teach	repair machines
report to	change sizes	help
serve food	take money	make change
just		

GRAMMAR:

Future - 'll

Wh questions, present tense

Adverbs - too, then, next

Idiom: Oh really; like to; what is the matter; that sounds; no problem
give a hand; everything's fine now

Subjuncture - 'd

CROSS CULTURAL:

HELLO, HOW ARE YOU?

You see an American classmate walking toward you on the sidewalk. You stop and say hello to her. The American smiles and says, "Hello, how are you?" and continues walking. You feel that:

- This person probably isn't interested in talking with you.
- She was being impolite.
- She was in a hurry.
- She was behaving normally.

After discussing Hello, How Are You situation, ask students to select an answer and compare it with the correct one at the end of the lesson.

Lesson 3 (cont.)

MATERIALS:

pictures of people and activities; plant layout

DIALOGUE:

In the cafeteria

1. - Who's that?
 - That's Mary.
 - What does she do?
 - She's my supervisor.

2. - My friend works in the cafeteria?
 Oh, really? What does she do?
 - She prepares food and then serves it.
 Does she wash dishes, too?"
 - No, she just cleans up her work station.
 Hmmm, maybe my friend would like to apply.
 for that job.

3. - I had to see the nurse today.
 What's the matter?
 - Oh, everything's fine now.
 I got a wire in my finger and she had to
 pull it out.
 - That sounds painful.
 It wasn't too bad.

4. Ho: What should I do tomorrow?

 Greg: First get your smock from the locker. Then
 clock in at the computer. Then see you super-
 visor at the staging area. He'll tell you what
 to do next.

 Ho: Thank you Greg. I'll do my best at my new job.

 Greg: Let me know if you have any questions. We're
 here to help you.

5. Greg: Mary, I'd like you to meet Saykanh. She'll
 be working in your department.

 Mary: Nice to meet you Saykanh. Where do you come
 from?

Lesson 3 (cont.)

DIALOGUE

Saykanh: From Laos.

Mary: That's good. You'll find lots of people from your country. They're good workers.

Saykanh: I'll do my best.

Mary: That's good. Come with me. I'll show you your work station.

Greg: See you later, Saykanh.

Saykanh: Thank you very much, Greg.

6. Mary: Chhuon, this is Saykanh.

Chhuon: Nice to meet you.

Saykanh: Nice to meet you, too.

Mary: She'll be working on the same operation with you. Give her a hand if she needs some help, ok?

Chhuon: Sure. No problem.

SOLUTION TO HELLO, HOW ARE YOU

- a. A fast, "How are you?" is not meant as an insult. Americans use this question more as a greeting than as an inquiry about your health.
- b. It's unlikely that this was the American's intention. Although many foreigners consider greetings used by Americans to be overly short (abrupt), these greetings are customary in the United States.
- c. It's true that Americans are frequently in a hurry. However, a quick greeting is normal. See b above.
- d. Correct.

Lesson 4

GENERAL OPERATIONS AND ITEMS

(Review: People You Will Meet)
(Good Manufacturing Practices)

VOCABULARY

set up an operation	change sizes
load a machine	test
cut wire	trim
put it on shelves	weld
assign work by priority	prep
an order	finish
specification	rinse
wind(ing) springs (around manual)	count
form a j	record
" a tip	locate
put a tip on	cut
" a slight taper on	inject
" a head on	over there

GRAMMAR:

Wh questions: who, what, conjunction: or
infinitive to

MATERIALS:

- pictures of operations.

DIALOGUE:

- Hua: Who loads the machine?
Frank: The machine operator.
Hua: Who assigns the work?
Frank: The supervisor or the group leader.
Hua: Who changes sizes?
Frank: The set-up person.

Lesson 4 (cont.)

DIALOGUE:

2. MyVey: What do I do with the work? I'm finished.
Mary: Put it on the shelves, over there.
MyVey: Thank you.
3. Tom: I'm finished forming tips on this order.
Mary: Put it on the rack for forming head.
Tom: Which size order do you want me to work on now?
Mary: Take the 8 French order that is on that rack and be sure the mold size is correct.

Lesson 5

MATERIALS YOU WORK WITH

VOCABULARY:

wire
coating
plastic
solution
spring
core
teflon
braid
mandrel
different size
caps
luers
strain relief
torque
protective

valve
dilators
2 way stop cock
sheaths
nemaquets
guide catheters
a) low profile
b) steerable
c) coronary
d) small diameter
raw material
blanks
core wire
cannula

GRAMMAR:

use for; use to
Idioms: how about; not very

MATERIALS:

- pictures of materials

DIALOGUE:

- Phenom: What do you use teflon for?
Frank: We use it to put a smooth coating on wire.
Phenom: How about braid?
Frank: To add torque.
- Thearie: Is it difficult to work with braid?
John: No, not very. You have to be patient and careful, though.

Lesson 6

TIME TICKETS — DAILY

Review First Day at Work
(time cards, workweek, shifts, meals and rest periods)

VOCABULARY:

department	employee	unpaid
shift	regular hours	other
hours	daily o/t	double
grade-step	overtime	total hours
period ending	sick hours	double time
column	mean	

GRAMMAR:

Imbedded Sentence: That means that you _____.
That means the hours that you _____.

MATERIALS:

- flashcards with words

DIALOGUE:

1. Sopheo: What does this mean?
Mary: That means _____.
2. Sophoe: What does this column mean?
Mary: That means that _____.

READING:

1. Hourly Wages: The hourly structure consists of pay grades ranging from positions of the least skill and responsibility to positions of the most skill and responsibility.

Each job is assigned a grade after evaluation and analysis utilizing a formal job evaluation system. A complete wage and salary survey is conducted each year to ensure that the wages for each grade are competitive with other area industries.

Lesson 6 (cont.)

READING:

Each pay grade consists of several steps ranging from the start rate to the top of the grade. Once you reach the top of your grade, you do not receive further pay progressions unless you successfully bid to a higher pay grade position.

2. Clerical/Technical Salaries: Each clerical and technical position is evaluated by a formal job evaluation system and then assigned a pay level as a result.

Each pay level has a designated salary range, established through the use of a wage and salary survey done annually.

3. Overtime: Company policy is to minimize overtime. However, when it is necessary, your supervisor will ask you to work overtime. If you are asked by your Supervisor to work longer than 8 hours in a day or 40 hours in a week, the extra hours you work will be paid at one and one-half ($1\frac{1}{2}$) times your regular hourly rate. Overtime will not be paid unless it is approved in advance by your Supervisor.
4. Double Time: If your work on Sunday, you will be compensated at two times your regular hourly wage unless it is your regular scheduled work day.

SAMPLE OF TIME TICKET - DAILY

CLOCK NO.		EMPLOYEE NAME															
DEPARTMENT										SHIFT	HOURS	GRADE-STEP	PERIOD ENDING				
P/R #	EMPLOYEE #			SEQ	REGULAR HOURS					1	DAILY O/T		2	SICK HRS.		3	
1	2	3	4		8	9	10		▲	15	16		▲	21	22	▲	25
UNPAID				4	OTHER					5	HOLIDAY		6	DOUBLE		7	
26	▲	29	30		▲	35	36	37	▲	40	41	▲	44				
SHIFT REG.		8	SHIFT O/T		9	SHIFT	HRS	IND	STK	ECH	TOTAL HOURS			COUNT		TYPE	
51	▲	54	55	▲	58	59	60	61	62	63	70		▲	75	76	77	79

REG. HRS.																	
O/T HRS.																	

Lesson 7

TIME TICKET WEEKLY/EMERGENCY PLANT CLOSING
OTHER REASONS TO BE AWAY FROM WORK
(Review: Days of Week)
(Simple Addition and Decimals or Fractions)

VOCABULARY:

clock	vacation	Monday	listen
No. (number)	holiday	Tuesday	radio
week ending	pay	Wednesday	WBZ 1030 am
code	sick	Thursday	WLLH 1400 am
indirect	sick pay	Friday	announcement
repairs	emergency closing	Saturday	blizzard
break	snow day	down	hurricane
bereavement	total	weather	riots

GRAMMAR:

Real Conditional: what should we do if ...?
Adverb of Frequency: usually, never, almost, always

MATERIALS:

- Weekly Time Ticket
- Flashcards

DIALOGUES:

- Hanh: Your hours were down this week. What happened?

Hong: I was sick on Tuesday and had to stay home.

Hanh: Sorry to hear that. Are you okay now?

Hong: Yes, fine thanks.
- Hao: What should we do if it snows?

Mary: You should almost always come to work.

Hao: What if it's a blizzard?

Mary: If the weather is very bad, listen to WBZ 1030 am or WLLH 1400 am. If you hear an announcement for USCI, follow the directions.

Hao: What will they say?

Mary: If the weather is very bad, the announcement may say "The first shift should report at 11:00. The second shift at the regular time".

READINGS:

1. Holidays: the following holidays are observed by USCI:

Thanksgiving (2)	Christmas	Fourth of July
Patriots Day	Labor Day	Memorial Day
Floating (2)	Unscheduled (2)	

To be eligible for these holidays, employees must work the day before and the day after the holiday. To be eligible for a floating holiday, employees must be working as of the first working day in January, and must have completed 6 months service. Floating holidays must be taken in eight hour increments and taken by December 31 of each year. They cannot be saved to be used the following year.

If you are asked to work by your supervisor on a paid holiday, you will receive: (1) Eight hour holiday pay, plus (2) One and one-half (½) times your regular hourly rate for each hour you work.

2. Vacation: the vacation year begins and ends as follows: June 1 to May 31. The length of your vacation depends upon your length of service as of the first day of the vacation year. The following schedule indicates vacation allowance according to service. You must have completed six (6) months service in order to be eligible to take vacation.

<u>SERVICE</u>	<u>VACATION DAYS</u>
Less than one year	One day per month to maximum of 10 starting with month of hire
1-4 years	10 days
5-8 years	15 days
9 years	16 days
10 years	17 days
11 years	18 days
12 years	19 days
13-17 years	20 days
18 years	21 days
19 years	22 days
20 years	23 days
21 years	24 days
22+ years	25 days

Requests for vacation must be made through your Supervisor. You may choose your own vacation time as production requirements allow. Vacation requests will be granted by seniority.

You may request advance vacation pay in weekly increments by notifying you Supervisor at least ten (10) days before the requested vacation week begins. If a holiday falls within your vacation, it will not be charged as a vacation day.

Vacation days must be used by the last day of the vacation year. They cannot be saved to be used the following year.

Lesson 7 (cont.)

READING:

3. Sick Pay: if you are sick and cannot come in to work, you should call 667-2511 and let your supervisor know immediately, from $\frac{1}{2}$ hour before to $\frac{1}{2}$ after the start of your shift. If you stay home for 4 days or more because of sickness, remember to bring in a certificate from your doctor.

You will be eligible for 6 sick days upon completion of six months of service as of January 1 of each year accumulative up to 20 days. Employees hired between January 1 and June 30 are eligible for two days sick pay upon completion of 6 months service.

Annually your unused sick leave is accumulated in an account for you up to a maximum of 160 hours. You will be paid for any time over 160 hours at you straight time rate. Accumulation above forty (40) hours may be paid once a year at your request.

4. Emergency Closing: in the event it is necessary to close the plant due to an emergency, such as fire, power failure, or other circumstances beyond the Company's control, and you are not notified prior to reporting to work, or if you commence work and such an emergency occurs during the first two hours of your shift, you will be paid a minimum of two hours' pay. If an emergency occurs after two hours of work, you will be paid for actual hours worked.
5. Snow day: when there is a big snow storm and if the roads are closed, USCI may make an announcement to close down the plant for a shift. The announcement will be made over the WLLH and WBZ radio stations one hour before the starting of a shift.
6. Bereavement Pay: USCI recognizes that death in one's immediate family creates many hardships. In order to allow you time to handle necessary affairs, the Company allows you to make funeral arrangements or to attend a funeral or settle family matters according to the following table. The number of days authorized is based upon your relationship to the deceased.

BEREAVEMENT PAY
(STRAIGHT-TIME RATE)

RELATIVES

Three Days

Spouse, child, parent, brother, sister
step-parent, step-child

Two Days

Mother-in-law, father-in-law, sister-
in-law, grandparent, grandchild

One Day

Aunt, Uncle

**U.S.C.I. CARDIOVASCULAR & RADIOLOGY PRODUCTS
DIVISION OF C.R. BARD, INC.**

WEEKLY TIME TICKET

CLOCK NO.

NAME & ADDRESS

WEEK ENDING

SHIFT
CODE

DISTRIBUTION CODE	MON.	TUES.	WED.	THUR.	FRI.	SAT.	TOTAL
104 INDIRECT							
106 REPAIRS							
107 BREAK							
112 VACATION PAY							
113 HOLIDAY PAY							
114 SICK PAY							

Lesson 8

MACHINES - TOOLS - EQUIPMENT
(Review: Readings in Lesson 7)

VOCABULARY

hot block
racks
oven
grinder
mold
knife
pin guage
precise
needle

computer
lead testing machine
injection molding
ultrasonic welder
a punch
magnifying glass
spray booth
precise
equipment

GRAMMAR:

how
any/some

MATERIALS:

- pictures of machines, tools, and equipment

DIALOGUE

1. Tiveng: Do you use any equipment?
Jim: Sure. I use a guage and a mold.
Tiveng: How did you learn how to use them?
Jim: My supervisor taught me.
2. Soheat: Do you use an ultrasonic welder?
Frank: Yes.
Soheat: Is it difficult?
Frank: You have to be very precise and careful.

Dilator Tipping Møld

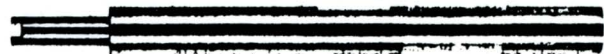


Dilator Tipping Mandrel

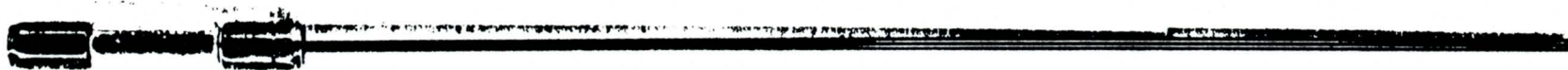
Sheath Heading Mold



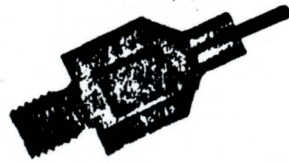
Sheath Heading Packing Tool



Proofloading Mandrel



Dilator Heading Mold



Lesson 9 (cont.)

VOCABULARY:

hemaquet injection
slit (slitting)
load

bake teflon
grind core wire
weld (ing)

DIALOGUES:

1. Noy: How do you put a tip on a dilator?
Frank: Slide stock onto mandrel so that the mandrel tip protrudes, insert both mandrel and dilator into mold, push down and hold for approximately 12 seconds. Depress air pedal and cool for approximately 15 seconds.
Noy: OK. Let me try.
Frank: Great. You got it.
Noy: Thanks.
2. Hua: How do you do proof loading?
Jim: Easy, look. Slide the mandrel through the luer end so the mandrel protrudes the tip. Insert mandrel and sheath into proof loader, push mandrel until it stops. Slide the sheath down until the luer catches the stop. Push the clamp and release the weight as set and unclamp.
Hua: May I try?
Jim: Sure, but be careful not to damage the tip.

Lesson 10

GRUNDZIG AREA

INTRODUCTION TO PRODUCTS AND MATERIALS

PRODUCTS

catheter
guide catheter
steerable catheter
low profile catheter
balloon catheter

MATERIALS

burrs
bifurcate
luers
shaft stock

BALLOON CATHETER (relieves blockage in heart catheterizations)

forming the distal tip
skiving the distal tip
" the balloon lumen
heat seal (close off balloon lumen)
attach bifurcate
slide strain relief on
attach luers
slide bifurcate
attach tip
place bands
put balloon over bands
attach with lock tite
proximal end
let it cure
attach distal end

nose cone
core eyes

skiving (cut off a little)
2 lumens tubing
small for liquid
large for spray guide

GUIDE CATHETER

Introduction: -used after introducer as conduit
-used after spring guide as conduit
-has different kinds of curves depending on what part of
the body

VOCABULARY:

tubing prep (make sure no leaks)	shrink tube
teflon tube	packaging
leaks	crimp ring
put in water	look for bubbles
blow air through	curve bake

Lesson 10 (cont.)

PROCEDURES

- Bell and apply the jacket
open up tip - bell
small syringe
- Hot sizing
run catheter through small glass die.
melts plastic
glue, jacket, teflon braid - 1
- Centerless grind
puts consistent size on outside diameter
- Trim and sand the distal tip
smoothed off
rounded down
- Inspect
no bumps, burns

PERFECTION VERY IMPORTANT

what is acceptable and what is not

- Installing wires printed lot #
size
curve

1. Tubing prep

teflon tube
8 French (French = .013 of an inch)
9 French

make sure no leaks
insert in water
blow air through
look for bubbles

2. Put plugs in both ends of Tubing

run it through etch
rough it up
glue with stick
poly ethelene jacket

Lesson 10 (cont.)

insert mandrel
put mark on teflon -
braid (16 pieces of 2/1000 wires)
give catheter added torque

trim and tie off - at mark

start of tip

DIALOGUE:

1. Noy: What is trim and tie?
Dale: You want to trim all the wire at the black mark, and make sure ends are flat to the mandrel. Then you take the thread and wrap several times to wrap the ends of wire in place. Apply adhesive to keep in place, and cut excess thread.
Noy: Anything else to look for?
Dale: Yes, be sure the mark is 24 cm from the end of the teflon tubing.
Noy: That is all?
Dale: When finished, you must be sure the ring guage goes over the tie-off easily.
Noy: If it does not?
Dale: Then you have too much glue or too much thread. You can sand extra glue if needed, or remove some of the thread.
Noy: Thank you.
Dale: Anytime you need help, please ask. We are here to help you do a good job.

Lesson 11 (cont.)

DIALOGUE:

2. Ho: What about breaks?
- Frank: Breaks are on company time. Lunch is on your time.
- Ho: So I don't need to punch out for breaks?
- Frank: Right.
3. Ho: What's that buzzer?
- Frank: That's the signal to start to work.
- Mary: You'll hear it again at the end of the shift.
- Ho: When I hear the buzzer I go to my work station?
- Frank: No. You must be at your work station, ready to work.
- Ho: Oh.

Lesson 12

PAY DAY

VOCABULARY:

pay day	current
pay check	year-to-date
gross pay	federal income tax
net pay	state income tax
payroll deductions	f.i.c.a.
in stock	happened
unemployment compensation	Uncle Sam
worker's compensation	

DIALOGUE:

1. Is today pay day?
Yes it is. It's Thursday.
Where can I get my paycheck?
You can get it
2. Did you get your paycheck?
No, not yet. I started to work yesterday.
You'll get one next week.
3. Dao: I think I have the wrong pay check.
Frank: What's the matter.
Dao: I get dollars an hour and I worked
.... hours. So I should get paid \$.....
But this check is only for
- Frank: No, that's right. Uncle Sam takes%
Dao: Hmmm.

READING:

1. Pay day: paychecks for first-shift hourly and clerical/technical employees are distributed on Thursdays. Second-shift employees receive their pay on Wednesday night. The pay you receive is for the previous workweek.

When payday falls on a paid holiday or a weekend, checks will normally be distributed on the preceding workday.

Non-exempt employees may pick up paychecks in the Personnel Department when not at work on payday. Advance notice is also required to have you paycheck mailed to you when you are not at work.

Lesson 12 (cont.)

READING:

If you desire to have another person pick up your check, proper notification should be made to your Supervisor or the Personnel Department. In addition, to further protect you, those receiving the check must identify themselves and sign a receipt.

2. Payroll Deductions: certain deductions, some voluntary and others required by law, are made from each paycheck. The two (2) principal types of deductions are FICA (Social Security) and Income Tax Withholding. Deductions for insurance, Savings Bonds, Bard Stock Purchase Plan, Credit Union, and United Way will be made only upon your written authorization. All deductions are recorded on your paycheck stub.
3. Unemployment Compensation: under the State Unemployment Compensation Act, you are insured against unemployment. The USCI pays the full cost of this insurance, but it does not decide who is eligible for benefit payments, how much the payments should be, or the length of such payments. These decisions are made by the Department of Labor. Should you become unemployed for any reason, you should apply for this benefit at your local Department of Employment Security.
4. Worker's Compensation: USCI/Bard Implants is required by state law to provide Worker's Compensation Insurance. If you qualify, this insurance pays expenses for the treatment of work-related illness or injury and may also pay a percentage of your average weekly wage to a maximum amount determined by the state.

"SAMPLE OF PAYCHECK AND STUB"

Lesson 13

LABOR REPORTING SYSTEM

Review:

(to) Clock, In, Out, Stop, Work, Incomplete, Complete

VOCABULARY:

from	charge	badge
lunch	start	lot
indirect	qty/quantity	history
error	enter	reject
response	backspace	ready
5	computer	charge to lot #'s
stage of production	press	clock in
cost	hit	hit badge
efficiency	touch	work steps
hit (meaning touch)	read name	read badge

GRAMMAR:

Infinitive to: How....?

Adverbs: first, then

Real Conditional: if

Imbedded Question: Please show me how this works

Modal: have to

Idiom: hit; that's all; all for now; not yet; like this?;
that's it

MATERIALS:

- real or sample labor reporting system
- flash cards of vocabulary on system

DIALOGUE:

- Nouphit: Please show me how this works.

Mary: First you hit the clock in.

Nouphit: What next?

Mary: Then you go to the staging area to get your lot history and raw materials.

Nouphit: That's all?

Mary: All for now.

Lesson 13 (cont.)

DIALOGUE:

2. Kim: What do I do now?
Frank: Hmmm.
Kim: Wand on from lunch?
Frank: Right. Then go back to work.
3. Savanh: I've finished the operation.
John: Ok. Now you have to hit stop, work complete. Then your badge, then the lot history number.
Savanh: Like this?
John: Right. Then the operation. Then quantity added rejects. Then ready.
Savanh: That's all.
John: That's it.
Savanh: Thanks.

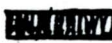






















Lesson 13 (cont.)

I. Typical Day at Work

- A. Employee clocks Clock-In.
- B. Employee goes to staging area to receive a Lot History with R.M. (Raw Materials); employee works on an operation, employee finishes an operation and clocks Stop Work Complete or Stop Work Incomplete; employee Clocks-Out.
- C. In a typical shift an employee completes 3 or 4 lots. However, as few as 1 or as many as 10 Lots completed is not unusual.

II. Labor Reporting System

A. The Clock

Clock-In	Stop Work Complete	Yes	1	2	3
					
Clock-Out	Stop Work Incomplete	No	4	5	6
					
In from Lunch	Stop Work Indirect	Error Response	7	8	9
					
		Reset			
					
	Change Start Qty.		0		
		Enter			Backspace
					

B. The Clock Reads Digitally

1. Ready or Wand Function

Stop Work Complete → Emp Badge → Lot History #
 → Work Step Operation → Qty. Added or "0" "0" then enter
 → Qty. Rej. or "0" Amt then enter → Ready
 If, after entering rejects this appears → Chk
 Qty. Rej **S** then get work leader or Supervisor.

2. Ready or Wand Function

Stop Work Incomplete → Emp Badge → Lot History operation → Ready
 Any time **S** appears get a supervisor or work leader.

- C. The labor reporting System is computerized. Information concerning production line work, such as quantity completed and number of rejects, is stored daily on a computer disc for easy printout analysis.
 Clock Out -
 Clock In after lunch.

Lesson 13 (cont.)

D. The Labor Reporting System is a Work in Process System

1. By Lot # it tells us at what stage of production a component is, whether it be a cutting operation, welding, inspecting, etc.
2. Each operation from beginning to finished component adds to the cost of manufacturing. The system tells us the money value of a component each step along the way, i.e. a daily Work in Process inventory.
3. The system gives us a measure of efficiency. If labor standards point to figure of ten pieces per hour per person, but only four pieces per hour per person are actually being produced, then a supervisor must look into the matter.
 - a. There are too many rejects.
 - b. There are faulty materials or machinery.
 - c. The problem is operator related, meaning that additional employee training is needed or an employee would be more productive at a different operation.
4. The system is a good measure of overall efficiency and/or performance. It informs us as to how close we are to a monthly schedule.
5. The system offers additional uses for the future.

Lesson 14

TYPICAL DAY

(Review: "Staging Area", Layout: Telling Time)
(A Typical Day at Work in Lesson 13)

VOCABULARY:

clock in	lot history form	on computer
raw materials (R.M.)	get smock	go to
work on	report to	an operation
receive	finish	get
(to) clock	stop	incomplete
work	clock out	complete
eat lunch	go home	take a break
locker	supervisor	assign
work leader	work station	buzzer
5 minutes	exhausted	7 am
4 pm	before	

GRAMMAR:

Present Perfect: have finished
Adverbial Clause: When, after
Idiom: go ok; my goodness; no wonder

MATERIALS:

- layout map, large clock face

CROSS CULTURAL:

NORTH AMERICAN TIME

You arrange with an American friend to meet at the cafeteria entrance at 12:00 noon. On the way to the cafeteria, you meet some other friends and stop to talk with them. By the time you arrive at the cafeteria, it is nearly 12:25. You explain what happened to your American friend, but he seems annoyed. Why?

- He's thinking about a test he flunked.
- He's hungry.
- You've kept him waiting for 25 minutes.

Lesson 14 (cont.)

DIALOGUE

- Wife: How was your first day dear?
- Husband: I think everything went ok.
- Wife: What did you do?
- Husband: First I clocked in. After I clocked in I got my smock. Then I wand in on the labor reporting system, then I take my break, go back to work, then to lunch. After lunch I wand back on, and work the rest of the afternoon. I then have another break in the afternoon.
- Wife: My goodness. You did a lot of things. No wonder you're exhausted.

SOLUTION TO NORTH AMERICAN TIME

- a. Your friend may have flunked a test, but that wouldn't explain why he is annoyed with you. Try again.
- b. Probably not.
- c. Yes. The American is probably annoyed because your delay was avoidable. Since you both agreed to meet at noon, that was the time he understood you would be there. Often when foreigners come to the United States, they remark that Americans' sense of time is not as flexible as that of many other nationalities. Being punctual is important, and helps to make a good impression.

Lesson 15

TAKING BREAKS; DAYS OFF

(Review: Food, Employee Cafeteria)

VOCABULARY:

coffee break
employee cafeteria
choose
men's
excuse me

bathroom
ladies
lunch break
water bubbler
think
line

GRAMMAR:

only, imbedded sentence--I think that's...

MATERIALS:

- pictures of food
- pictures of places for meals
- tour of employee's cafeteria

DIALOGUE:

1. Phonh: Excuse me.
Pia: Yes?
Phonh: This is a line.
Pia: Oh. I'm sorry.
Phonh: That's OK.

2. Noy: Excuse me. Is someone sitting here?
Lisa: Yes, but no one's sitting over there.
Noy: Thank you.

3. Van: Where's everyone going?
Phu: It's coffee break. They're going to the cafeteria. Let's go.
Van: Ok. I'm ready.

Lesson 15 (cont.)

TALKING TO A FELLOW WORKER ABOUT SOCIAL ACTIVITIES DURING A BREAK

VOCABULARY:

weekend	go to the park	sew a dress
this weekend	watch TV	knit a sweater
last weekend	go to the movies	have a party
stay home	play soccer	play football
go shopping	play baseball	

GRAMMAR:

past tense, future tense

MATERIALS:

- pictures of leisure activities

DIALOGUE:

1. Deng: What are you doing next weekend?
Lisa: I am going to stay home. And you?
Deng: I am going to go shopping.
2. Mary: What did you do last weekend?
Nouphit: I stayed home. And you?
Mary: I went to the park.
Nouphit: ummmmm.

VOCABULARY:

married	son	father
single	daughter	mother
divorced	wife	in-law
widow	husband	brother
widower	aunt	sister
	uncle	cousin
	niece	nephew
visited my _____	last weekend	next weekend
vacation	holiday	time's up
mistake	I think	get back to work

Lesson 15 (cont.)

DIALOGUE:

1. Phu: Do you have a big family?
Lan: Yes. I have 7 children
Phu: Really? How many boys and how many girls?
Lan: 3 boys and 4 girls.
2. Tiveng: What did you do over vacation?
Sopheavy: I visited my uncle in New York.
Tiveng: You and your family?
Sopheavy: My children and I. I'm a widow.
Tiveng: How many children do you have?
Sopheavy: I have four children.

INTRODUCTIONS: STARTING A CONVERSATION

GRAMMAR:

review "wh" question, past tense, future tense, this, that, these, those
- Who is that?
- Where do you live?
- How long have you lived there?
- How long have you been working here?
- What's your name?
- Modal: "got to"
Idiom: What do you do?

DIALOGUE:

1. John: Hello. What's your name?
Tuan: Tuan Tran. What's yours?
John: I'm John Smith. What do you do?

Lesson 15 (cont.)

DIALOGUE:

- Tuan: I'm an assembler C. What do you do?
- John: I'm an assembler B.
- Tuan: Oh!
- John: Do you live in Lowell?
- Tuan: Yes, on Salem Street. Where do you live?
- John: On Market Street. Oh, time's up. Got to get back to work.
- Tuan: See you later.
- John: Bye!
2. Frank: Hello Thanh. How are you?
- Thanh: Fine, thanks. And you?
- Frank: Not bad.
- Thanh: Frank, this is Quang.
- Frank: Pleased to meet you Tuan, I'm Frank.
- Thanh: Excuse me, Frank. His name is Quang. Not Tuan.
- Frank: Oh! Sorry Quang.
- Quang: That's Ok.

Lesson 15 (cont.)

VOCABULARY: - vacation (review reading on page

take a vacation	seniority	vacation year
request	June 1 - May 31	advance
length	notify	service
save(d)	first day	use(d)
choose	production requirements	
go away	mountains	stay home
park	city	visit
country	picnic	beach
relax	lake	camping
swimming	cookout	

VOCABULARY: - Holidays (review reading on page

holidays	Christmas	floating holidays
New Years	6 months service	Washington's Birthday
scheduled	Memorial Day	in advance
Independence Day	take	Labor Day
celebrate	Thanksgiving	have a party
Columbus Day	guests	enjoy
picnic	friends	family
rest up	Pilgrims	Santa Claus
turkey	parade	discover
president	revolution	soldier
remember		

DIALOGUE:

1. Phonh:	I am not working tomorrow.
Deng:	Why?
Phonh:	It's my floating holiday.
Deng:	Will you get paid?
Phonh:	Yes, I'll get regular pay.
Deng:	That's great!

Read and practice.



The scene: John takes Sally's pen and walks away.



The scene: John takes Sally's books and walks away.



Lesson 16

EMPLOYMENT PROCEDURES

(Review: Recognition of Capital and Small Letters)
(Printing and Writing, and Numbers)

VOCABULARY: (from Employee Address Card and W-4 Form)

employee	full name	city
address	first	town
card	middle	state
certificate	last	zip code
name	initial	marital status
phone	date	single
#	dependent	widow/er
allowance	claim	income
withholding	deduct(ion)	tax
mind	divorced	spell
fill out	form	additional
exempt		

GRAMMAR:

Wh question: what's, how

Conjunction: so

Idiom: That's plenty; How come?; No big deal.

MATERIALS:

- Employee address card
- W-4 Form
- Flashcards for alphabet, numbers, first-middle-last name
- Vocabulary and dialogue sheets

DIALOGUE:

1. Maria: What's your name?
Khamstone: Khamstone Silavong.
Maria: How do you spell it?
Khamstone: S-i-l-a-v-o-n-g
Maria: What's your address?
Khamstone: 28 Middle Street, Lowell, MA 02152
Maria: What's your telephone number?
Khamstone: 454-1076
Maria: Please fill out this form.

Lesson 16 (cont.)

DIALOGUE:

2. Greg: Good morning. My name is Greg Daher, but just call me Greg. What is your full name?
- Huong: My full name is Huong T. Tran.
- Greg: How do you spell it?
- Huong: My first name is Huong, H-U-O-N-G. My middle initial is T. My last name is Tran, T-R-A-N.
- Greg: What should I call you?
- Huong: Please call me Huong.
3. Greg: Are you married or single?
- Huong: I'm a widow.
- Greg: Do you have any dependents.
- Huong: Yes. My mother and 3 children.
- Greg: Okay. I'll put down 5 allowances. Would you like additional allowances?
- Huong: No. That's plenty.
4. Tom: The Cambodians call you Ean Sombath. The Americans call you Sombath Ean. How come?
- Sombath: In Cambodia my family name is first. My family name is Ean, so Cambodians call me Ean Sombath. Here, family names are last, So here my name Sombath Ean.
- Tom: Do you mind having your name turned around?
- Sombath: Some of my friends mind, but for me it's no big deal.

EMPLOYEE ADDRESS CARD

NAME

ADDRESS:

PHONE:

SOCIAL SECURITY #

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME AND ADDRESS	How Many Years Attended	Graduated	COURSE OR MA
GRAMMAR OR GRADE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
POST GRADUATE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS OR TRADE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER			<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY SERVICE RECORD

Have you ever served in the U.S. armed forces? Yes No If yes, what branch? _____

Rank at discharge _____

What were your duties in the Service (include special training and duty station)? _____

Have you had any schooling under the G.I. Bill of Rights? Yes No If yes, describe. _____

PERSONAL REFERENCES

(Excluding Former Employers or Relatives)

Name and Occupation	Address	Phone Number
1. _____ _____	_____ _____	
2. _____ _____	_____ _____	
3. _____ _____	_____ _____	

PRIOR WORK HISTORY (LIST IN ORDER LAST OR PRESENT EMPLOYER FIRST)

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
From	To		Start	Finish		

Describe in detail the work you did.

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
From	To		Start	Finish		

Describe in detail the work you did.

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		Start	Finish		

Describe in detail the work you did.

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		Start	Finish		

Describe in detail the work you did.

May we contact the employers listed above?

If not, indicate below which one(s) you do not wish us to contact.

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his complete background. To assist us in finding the proper position for you in our company, use the space below to summarize any additional information necessary to describe your full qualifications. Also use this space to indicate your geographical preferences or limitations.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your merit and on no other consideration.

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

INTERVIEW YES NO Date _____ Hour _____

Result of Interview _____

Acceptable for Employment? _____ Starting Rate _____ Starting Date _____ Shift _____

Occupation _____ Dept. _____ Clock No. _____

Interviewed by _____ Employed by _____

Approved by _____

1 Type or print your full name Home address (number and street or rural route) City or town, State, and ZIP code	2 Your social security number 3 Marital Status <table style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Single</td> <td><input type="checkbox"/> Married</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Married, but withhold at higher Single rate</td> </tr> </table> <p style="font-size: small;">Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.</p>	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Married, but withhold at higher Single rate	
<input type="checkbox"/> Single	<input type="checkbox"/> Married				
<input type="checkbox"/> Married, but withhold at higher Single rate					
4 Total number of allowances you are claiming (from line F of the worksheet on page 2)					
5 Additional amount, if any, you want deducted from each pay					
6 I claim exemption from withholding because (see instructions and check boxes below that apply):					
a <input type="checkbox"/> Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND					
b <input type="checkbox"/> This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter "EXEMPT" here ▶					
c If you entered "EXEMPT" on line 6b, are you a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.					
Employee's signature ▶	Date ▶, 19				
7 Employer's name and address (including ZIP code) (FOR EMPLOYER'S USE ONLY)					
8 Office code	9 Employer identification number				

Detach along this line

▲ Give the top part of this form to your employer; keep the lower part for your records and information. ▲
Get Publication 505 from most IRS offices for more information.

Purpose

The law requires that you complete Form W-4 so that your employer can withhold Federal income tax from your pay. Your Form W-4 remains in effect until you change it or, if you entered "EXEMPT" on line 6b above, until February 15 of next year. By correctly completing this form, you can fit the amount of tax withheld from your wages to your tax liability.

Introduction

If you got a large refund last year, you may be having too much tax withheld. If so, you may want to increase the number of your allowances on line 4 by claiming any other allowances you are entitled to. The kinds of allowances, and how to figure them, are explained in detail below.

If you owed a large amount of tax last year, you may not be having enough tax withheld. If so, you can claim fewer allowances on line 4, or ask that an additional amount be withheld on line 5, or both.

If the number of withholding allowances you are entitled to claim decreases to less than you are now claiming, you must file a new W-4 with your employer within 10 days.

The instructions below explain how to fill in Form W-4. Publication 505 contains more information on withholding. You can get it from most IRS offices.

For more information about who qualifies as your dependent, what deductions you can take, and what tax credits you qualify for, see the Form 1040 Instructions or call any IRS office.

Line-By-Line Instructions

Fill in the identifying information in boxes 1 and 2. If you are married and want tax withheld at the regular rate for married persons, check "Married" in box 3. If you are married and want tax withheld at the higher Single rate (because both you and your spouse work, for example), check the box "Married, but withhold at higher Single rate" in box 3.

Line 4 of Form W-4

Total number of allowances.—Use the worksheet on page 2 to figure your allowances. Add the number of allowances for

each category explained below. Enter the total on line 4.

If you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time. If you are married and both you and your spouse are employed, you may not both claim the same allowances with both of your employers at the same time. To have the highest amount of tax withheld, claim "0" allowances on line 4.

A. Personal allowances.—You can claim the following personal allowances:

1 for yourself, 1 if you are 65 or older, and 1 if you are blind.

If you are married and your spouse either does not work or is not claiming his or her allowances on a separate Form W-4, you may also claim the following allowances: 1 for your spouse, 1 if your spouse is 65 or older, and 1 if your spouse is blind.

B. Special withholding allowance.—Claim the special withholding allowance only if you are single and have one job or you are married, have one job, and your spouse does not work. Use this special withholding allowance only to figure your withholding. Do not claim it when you file your tax return.

C. Allowances for dependents.—You may claim one allowance for each dependent you will be able to claim on your Federal income tax return.

D. Allowances for estimated tax credits.—If you expect to take the credits (such as child care, residential energy, e'tc.) shown on lines 38 through 46 on the 1981 Form 1040, use the table on the top of page 2 to figure the number of additional allowances you can claim. Include the earned income credit if you are not receiving advance payment of it. Also, if you expect to income average, include the amount of the reduction in tax attributable to averaging when using the table.

E. Allowances for estimated deductions.—If you expect to itemize deductions, you can claim additional withholding allowances. See Schedule A (Form 1040) to find out what deductions you can itemize.

You can also count deductible amounts you pay for (1) alimony (2) qualified retirement contributions (3) moving expenses (4) employee business expenses (Part I of Form 2106) as well as (5) the deduction for two-earner married couples, and (6) net losses shown on Schedules C, D, E, and F (Form 1040). Note: Check with your employer to see if any tax is being withheld on moving expenses or IRA contributions the employer is paying. Do not include these amounts if tax is not being withheld; otherwise, you may be underwithheld. For more details see Publication 505.

The deduction allowed two-earner married couples is 5% of the lesser of \$30,000 or the qualified earned income of the spouse with the lower income. Once you have determined these deductions, enter the total on line E1 of the worksheet on page 2 and figure the number of withholding allowances for them.

Line 5 of Form W-4

Additional amount, if any, you want deducted from each pay.—If you are not having enough tax withheld from your pay, you may ask your employer to withhold more by filling in an additional amount on line 5. Often married couples, both of whom are working, and persons with two or more jobs, need to have additional tax withheld. You may also need to have additional tax withheld because you have income other than wages, such as interest and dividends, capital gains, rents, alimony received, etc. Estimate the amount you will be underwithheld and divide that amount by the number of pay periods in the year. Enter the additional amount you want withheld each pay period on line 5.

Line 6 of Form W-4

Exemption from withholding.—You can claim exemption from withholding only if last year you did not owe any Federal income tax and had a right to a refund of all income tax withheld, and this year you do not expect to owe any Federal income tax and expect to have a right to a refund of all income tax withheld. If you qualify, check boxes 6a and b, write "EXEMPT" on line 6b and answer Yes or No to the question on line 6c.

If you want to claim exemption from withholding next year, you must file a new Form W-4 with your employer on or before February 15 of next year. If you are not having Federal income tax withheld this

year, but expect to have a tax liability next year, the law requires you to give your employer a new Form W-4 by December 1 of this year.

If you are covered by the Federal Insurance Contributions Act, your employer must withhold social security tax.

A fine of \$500 may be charged if you file a Form W-4 which decreases the tax withheld with no reasonable basis at the time for the decrease. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

Your employer must send to IRS any Form W-4 claiming more than 14 withhold-

ing allowances or claiming exemption from withholding if the wages are expected to usually exceed \$200 a week.

Privacy Act and Paperwork Reduction Act Notice.—If you do not give your employer a certificate, you will be treated as a single person with no withholding allowances as required by Internal Revenue Code sections 3402(l) and 3401(e).

We ask for this information to carry out the Internal Revenue laws of the United States. We may give the information to the Department of Justice for civil or criminal litigation and to the States and the District of Columbia for use in administering their tax laws.

Table for Figuring Your Withholding Allowances For Estimated Tax Credits and Income Averaging

Estimated Salaries and Wages from all Sources	Single Employees		Head of Household Employees		Married Employees (When Spouse not Employed)		Married Employees (When Both Spouses are Employed)	
	(A)	(B)	(A)	(B)	(A)	(B)	(A)	(B)
Under \$10,000	\$ 100	\$160	\$ 20	\$160	\$ 75	\$ 80	\$ 105	\$ 65
10,000-15,000	140	175	50	175	85	150	295	75
15,001-20,000	155	240	0	240	110	180	410	150
20,001-25,000	160	310	0	310	115	220	605	165
25,001-30,000	165	355	0	355	150	245	885	180
30,001-35,000	260	370	0	370	150	290	1,230	200
35,001-40,000	530	370	0	370	165	330	1,605	225
40,001-45,000	915	370	0	370	280	370	2,175	245
45,001-50,000	1,555	370	365	370	380	370	2,665	245
50,001-55,000	2,205	370	965	370	690	370	3,195	275
55,001-60,000	2,855	370	1,565	370	1,040	370	3,735	280
Over 60,000	4,415	370	3,085	370	2,230	370	5,315	370

Worksheet to Figure Your Withholding Allowances to be Entered on Line 4 of Form W-4

A Personal allowances									
B Special withholding allowance (not to exceed 1 allowance—see instructions on page 1)									
C Allowances for dependents									
D Allowances for estimated tax credits and income averaging: (use table above for figuring withholding allowances)									
1 Enter estimated tax credits and estimated tax reduction from income averaging					\$				
2 Enter the column (A) amount for your salary range and filing status (single, etc.)					\$				
3 Subtract line 2 from line 1 (if zero or less, do not complete lines 4 and 5)					\$				
4 Find the column (B) amount for your salary range and filing status					\$				
5 Divide line 3 by line 4. Increase any fraction to the next whole number. This is the maximum number of withholding allowances for estimated tax credits and income averaging. Enter here									
Example: A taxpayer who expects to file a Federal income tax return as a single person estimates annual wages of \$12,000 and tax credits of \$650. The \$12,000 falls in the wage bracket of \$10,000 to \$15,000. The value in column (A) is 140. Subtracting this from the estimated credits of 650 leaves 510. The value in column (B) is 175. Dividing 510 by 175 gives 2.9. Since any fraction is increased to the next whole number, show 3 on line D.									
E Allowances for estimated deductions:									
1 Enter the total amount of your estimated itemized deductions, alimony payments, qualified retirement contributions, deduction for two-earner married couples, business losses, moving expenses, and employee business expenses for the year						\$			
2 If you do not plan to itemize deductions, enter \$500 on line E2. If you plan to itemize, find your total estimated salaries and wages amount in the left column of the table below. (Include salaries and wages of both spouses.) Read across to the right and enter the amount from the column that applies to you. Enter that amount on line E2						\$			
	Estimated salaries and wages from all sources:	Single and Head of Household Employees (only one job)	Married Employees (one spouse working and one job only)	Employees with more than one job or Married Employees with both spouses working					
	Under \$10,000	\$2,800	\$3,900	\$3,900					
	10,000-30,000	2,800	3,900	5,600					
	30,001-40,000	3,300	3,900	7,700					
	Over \$40,000	{ 13% of estimated salaries and wages	{ 10% of estimated salaries and wages	{ 21% of estimated salaries and wages					
3 Subtract line E2 from line E1 (But not less than zero)						\$			
4 Divide the amount on line E3 by \$1,000 (increase any fraction to the next whole number). Enter here									
F Total (add lines A through E). Enter total here and on line 4 of Form W-4									

Lesson 17

JOB SECURITY

VOCABULARY: - Hiring Practices

company physical
illness
accident
leave of absence
seniority
probation
training
qualifying
evaluation
qualification
upgrade
downgrade

attendance
work habits
skills
operations
depends
period
eligible
ability
job rating
re-evaluation
stethoscope

GRAMMAR:

Present perfect, future, just still
Idiom: got to go

DIALOGUE:

1. Tom: You're new aren't you.
Pen: Yes, I just started last week.
Tom: Have you had your physical yet?
Pen: Yes, last week. The stethoscope was freezing!

2. Choeth: How long has your probation period lasted?
Soeuth: It lasts for 60 days altogether. I've only been working 35 days. So, I've got 25 days to go.
Choeth: Good luck!
Soeuth: Thanks. I'll need luck, and good attendance, good work habits, and good skills.

READINGS:

1. Company Physicals: to make sure you are physically able to assume the duties for which you have been hired, all new employees are given a preemployment physical. Satisfactory results are a pre-requisite to employment. Also, you may be asked to take a physical, at Company expense, when returning from an illness, accident or leave of absence.
2. Seniority: Seniority is defined as your length of continuous service since your most recent date of hire. It is a factor in job bidding vacations, sick leave, pension credits, hourly job reduction, recall, etc.
3. Probationary Period: Your first sixty(60) calendar days of employment constitute your probationary period. In unusual circumstances, this period may be extended by your Supervisor, but you will be advised if this occurs. During your probation, you are measured on your attendance your work habits, and your skills in performing various operations. During this period, you may be discharged at the discretion of the Company if you are failing in any way. Upon successful completion of your probationary period, you become eligible for medical and dental benefits and life insurance; participation in the Bard Stock Purchase Program and the Savings Bond Program.
4. Job Evaluation System: To establish fair pay, the relative values of each job are determined through a job-evaluation system. These evaluations are achieved using a formal job-rating system.

Job evaluation is not related to job performance. Rather it compares the skill, experience, education, effort, responsibility, and conditions of a job to those same elements of other graded jobs.

This process results in the assignment of numbered grades. These grades are then applied against established pay scales ranging from the minimum for beginners to the maximum for experienced employees.

5. Re-Evaluation: by definition, a job is an accumulation of tasks. When one or more of those tasks changes, it may be necessary to re-evaluate the job to determine that it is still being compensated properly. Re-evaluation results in one of the three conclusions: reaffirmation of grade, upgrade, or downgrade.

Where the grade is reaffirmed, there is no change in compensation. When the grade is re-evaluated upward, the incumbent is compensated at the new grade level. When the job is downgraded, the incumbent is red-circled for a period of up to one year. This protects you against loss of wages and gives you a reasonable period of time to bid into another job.

Lesson 18

HOURLY JOB BIDDING

VOCABULARY:

advancement	description	fair
duties	orderly	rate range
posted	date	qualifications needed
bulletin boards	opening	bid closing
sign up	time	job bid form
senior bidder	qualify	seniority only
disqualify	rate of pay	successful
transfer	award	available
position	plenty	grade 1-4
seniority	next senior	not only seniority
work leader		

FORMS AT WORK - HOURLY JOB BID FORM

(Review: Date, Hire, Position, Department)

VOCABULARY:

bid	background	prior
present	qualifications	experience
grade	evaluate (ing,ion)	restrictions
positions	try for it	prevent
skills	overtime	duties
below	line	hourly
clerical	technical	

MATERIALS:

- flashcards for vocabulary: on form

DIALOGUE:

Hong: Did you see the job bid posted?
Chhuon: No. Does it look good?
Hong: Yes. I got an extra job bid form for you.
Do you want to try for it?
Chhuon: Yes. Thank you for getting an extra form.

Lesson 18 (Cont.)

READING:

Hourly Job Bid System: the Job Bidding System provides an opportunity and prevents the possibility of discrimination because of race, color, religion, age, sex, national origin, or handicap.

Each opening will be posted for seventy-two (72) hours (three working days) on certain bulletin boards throughout the plant. These postings contain a description of the duties, rate range, the qualifications needed, and will indicate the date and time of the bid closing. You must sign up for each bid in which you are interested.

To bid for a job, you must complete a job-bid form. (Sample of the form is on page). Selection will be made on seniority and qualifications. The gaining Supervisor reviews the Personnel file of the most senior bidder. If warnings are in existence, the Supervisor may disqualify the senior bidder on this basis.

When you are a successful bidder, you will receive your new rate of pay immediately upon transferring to the new job. If you do not transfer immediately, you will receive it when transferred or beginning two weeks from the date the job is awarded, whichever occurs first. You must, in any case, be transferred to your new job within 4 weeks of the award.

HOW TO COMPLETE AN HOURLY JOB BID FORM

1. Obtain correct bid form for position:

Hourly - supplied in Personnel Office or on a Job Bid Bulletin Board.

2. Please Print in the following information:

Name	Present Position and Grade Level
Date of Bid	Job Title
Date of Hire	Job Grade

3. When you are bidding on a job, please use the correct title and level which should be taken off the Job Bid Form. Please do not make up your own title and grade level.
4. Hourly Job Bid Forms should be evaluated by your supervisor before submitting to the Personnel Office.
5. Job openings will always be marked if they are on second shift. You must indicate whether you want first or second shift when bidding on a job where openings are available on both shifts. If you do not indicate shifts, it will be assumed that you are interested in the job of your current shift. I suggest you indicate preferred shift to avoid confusion.
6. All Job Bid Forms must be submitted within the 72-hour period the job is posted. It is each employee's responsibility to be sure their job bid is in by the time the posting comes down. It is not their supervisor's responsibility.
7. One Job Bid Form should be submitted for each job.

The Job Bid System was designed to insure a fair upgrading procedure for all employees. In order for it to continue to be consistent and fair, we must request that each employee follow the proper procedure when using the system. If the correct procedure is not followed, the job bid will be considered invalid.

You may obtain information needed; i.e. date of hire, grade level of job, etc. from the Personnel Office or your supervisor at any time.

USCI/Bard Implants is an equal opportunity employer.

Lesson 19 (cont.)

EXERCISE:

good job
no good
wrong
good work
not bad at all
wrong
you work fast
you work too slow

Listen again, for "praise" students say "thank you"
for "criticism" student say "I understand"
"please show me again"
"Should I do it again?"

WORK HABITS

VOCABULARY:

hard worker	lazy worker	stick with it
on time	late	give up
clean/neat	messy	efficient
good-natured	moody	wasteful
not dependable	dependable	careful
reliable	unreliable	careless
remember	forget	cooperative
pleasant	unpleasant	uncooperative

GRAMMAR:

should, comparative: er, more, est

MATERIALS:

- flashcards
- pictures of one or more workers to illustrate characteristics
- picture of What's wrong here

Lesson 19 (cont.)

CONVERSATIONS: Kane to her Supervisor

1. Do I work hard?

2. Yes you do.

1. Do I come on time every day?

2. Yes, you do.

1. Do I take long coffeebreaks?

2. No, you don't.

1. Do I learn new things?

2. Yes, you do.

1. Can I have a raise?

2. Yes, you can.

LISTEN TO THE STORY
WRITE SENTENCES ABOUT KANE

1. got promoted

2. a good job

3. a raise

4. happy

5. his wife

6. work hard

Lesson 20

ACKNOWLEDGING THAT YOU UNDERSTAND DIRECTIONS GIVEN/PROBLEMS

VOCABULARY:

I understand	sure
I don't understand	no problem
I don't understand very well	that's it
now you do it	please do it again
I'll ... it first	please do it more slowly
make it	please show me again
watch this carefully	good going
watch me carefully	that looks good
not bad	let me show you
a little faster	shorter/longer
smoother	more slowly
larger/smaller	tighter/looser
rough surface	wrong
lost days production	proper dimensions
bad taper	reject
bad trim	waste
kinked	don't be afraid of
this needs trimming	asking for help
hard to handle	return to be worked on
watch out for	almost
look out for	speaking louder

GRAMMAR:

Idiom: come out right; it looks like; why don't you
modal: should
this needs trimming
this needs to be trimmed
Demonstratives: this, that, other
Gerund: passive

MATERIALS:

- samples of rejects

DIALOGUE:

1. Mary: This one looks good.
Savath: Thank you

Mary: That one has a rough surface.

Savath: Should I do it again?

Mary: Yes, and that other one, too.

2. Peng: Frank, can you help me?

Frank: Sure. What's the problem?

Peng: This doesn't look right and I'm not sure how to fix it.

Frank: It's almost right. I'll show you how to fix it.

Peng: Thank you.

3. Syvang: Mary, I can't get this to come out right.

Mary: It looks like something's wrong with the machine.

Syvang: What should I do now?

Mary: Why don't you help Hong trim those while we fix the machine.

Syvang: OK. Thank you.

4. Savath: Please show me again what a reject is?

Mary: Look for material that is kinked, rough, or has bad trimming at the end.

Savath: Like this one?

Mary: Yes, the end is trimmed wrong. Let me show you how to retrim it. There, that looks good.

Savath: Thank you.

Mary: No problem. I think you understand what to watch for now.

5. Yin: I have a problem with this machine. I cannot insert the shaft stock on to the mandrel.
- Dale: Watch me. Always be sure to insert the large lumen over the mandrel with the small lumen up.
- Yin: Should I measure the skive?
- Dale: Yes, it should be 11 cm from the end of the stock and 3 mm long. If it is not, it is a reject.
- Yin: Does this mean the machine is broken? Should I call you?
- Dale: Yes, stop running it and call me. I will fix it. If you ever have a problem on quality or the machine, please call me right away.

Lesson 20

A SHORT STORY ON PROBLEM SOLVING

Hanh has been working on the second shift for six weeks now. He is not happy because it is difficult for him to find a ride home at 12:30. When he applied for this job he wanted to work on the first shift. Peter told him that that he would be working on the second shift for a short time only. As soon as there is an opening on the first shift he would be transferred to the first shift.

Hanh talked to Peter two weeks ago about his problem working on the second shift. Peter told Hanh that he understood Hanh's problem and that he is working on it.

Two weeks have passed. Hanh was very worried. He talked to Peter again. Peter told him not to be worried. He said he would let Hanh know immediately when there was an opening on the first shift.

Last night Peter told Hanh that there is an opening on the first shift and he will be working on the first shift starting tomorrow. Hanh is happy now. He does not have to worry about finding a ride home at midnight any more.

Whenever you have a problem at work, talk to your immediate supervisor. He will help you to solve your problem.

ROLE PLAY:

- 1-one student gives directions--the other doesn't understand
- 2-one student does a procedure wrong--the other criticizes the first

Discuss asking for clarification and criticism in Indochina and the U.S.

Vocabulary matching quiz

Listening quiz

Lesson 21

MEDICAL INTERVIEW

(Review: Adverbs of Frequency)
(sometimes, always, never, usually)

VOCABULARY:

fainted	kidney	rheumatic fever
twice	bladder	twitching
paralyzed	disease	chronic
hernia	varicose veins	operation
medicines	fractured	serious
drugs	medical treatment	illness
taking	physical	emotional
workman's compensation		problem
space	true	treatment
witness	complete	used to
confidential	but	anymore

GRAMMAR:

need with to
Present Perfect: Have you ever _____?
Do you/are you (yes-no question)
Embedded Sentence:
Did a doctor ever say _____?
Adverbial Clause:
Yes I did, when _____

(Review: Parts of the Body)
(physical, limit)

VOCABULARY:

injured/injury	allergic	chiropractor
compensation	coughing	sensitive
glasses	blood pressure	tender
distance	pains, painful	break out
contact lenses	thumping	rash
examination	bother(ed)	hearing loss
joints	asthma	swollen
doctor		

Lesson 21 (cont.)

DIALOGUE:

1. Nurse: Do you need glasses to read?
Tou: Yes, I do.
Nurse: Has a doctor ever said your blood pressure was too high?
Tou: Yes, he has. When I was pregnant.

2. Nurse: Do you suffer from asthma?
Ter: I used to, but I don't anymore.
Nurse: Does your skin break out in a rash?
Ter: Yes, sometimes when I eat shrimp.

3. Nurse: Do you have pains in the heart or chest?
Men: No, never.
Nurse: Do you wear glasses or contact lenses?
Men: Glasses.

USCI DIVISION OF C.R. BARD
MEDICAL DEPARTMENT QUESTIONNAIRE
CONFIDENTIAL

NAME _____ TELEPHONE _____

ADDRESS _____

NOTIFY IN CASE OF EMERGENCY _____ TELEPHONE _____

1. Do you have any physical or health limitations? yes no
2. Have you ever been injured at work? yes no
3. Are you now receiving compensation for any injury? yes no
4. Do you need glasses to read? yes no
5. Do you need glasses to see things at a distance? yes no
6. Do you wear glasses or contact lenses? yes no
7. Date of last eye examination. _____
8. Do you have any hearing loss? yes no
9. Do you suffer from asthma? yes no
10. Are you allergic to any foods, dust, animals, vegetation? yes no
11. Are you troubled by coughing spells? yes no
12. Has a doctor ever said your blood pressure was too high? yes no
13. Do you have pains in the heart or chest? yes no
14. Are you ever bothered by thumping of the heart? yes no
15. Do your joints become painfully swollen? yes no
16. Have you ever had pains in your leg, or sciatica? yes no
17. Have you ever had an injury to your back? yes no
18. Have you ever seen a medical doctor, osteopath, or chiropractor regarding your back? yes no
19. Is your skin sensitive or tender? yes no
20. Does your skin break out in a rash? yes no
21. Have you ever fainted more than twice in your life? yes no
22. Was any part of your body ever paralyzed? yes no

MEDICAL DEPARTMENT QUESTIONNAIRE

Page 2

- 23. Has a doctor ever said you have a hernia? yes no
- 24. Has a doctor ever said you had kidney or bladder disease? yes no
- 25. As a child did you have rheumatic fever, growing pains, or twitching of the limbs? yes no
- 26. Do you suffer from any chronic diseases or have a known medical condition? yes no
- 27. Did a doctor every say you had varicose (swollen) veins? yes no
- 28. Did you ever have a serious operation? yes no
- 29. Did you ever have a serious injury? yes no
- 30. Have you ever injured your knees? yes no
- 31. Have you ever fractured or broken a bone? yes no
- 32. Are you presently taking any medicines or drugs? yes no
- 33. Have you had any medical treatment during the past three years? yes no
- 34. Date of last physical examination? _____
- 35. Does wearing jewelry give you a rash? yes no
- 36. Have you ever received workmen's compensation for injury or illness? yes no
- 37. Have you received treatment for an emotional problem? yes no

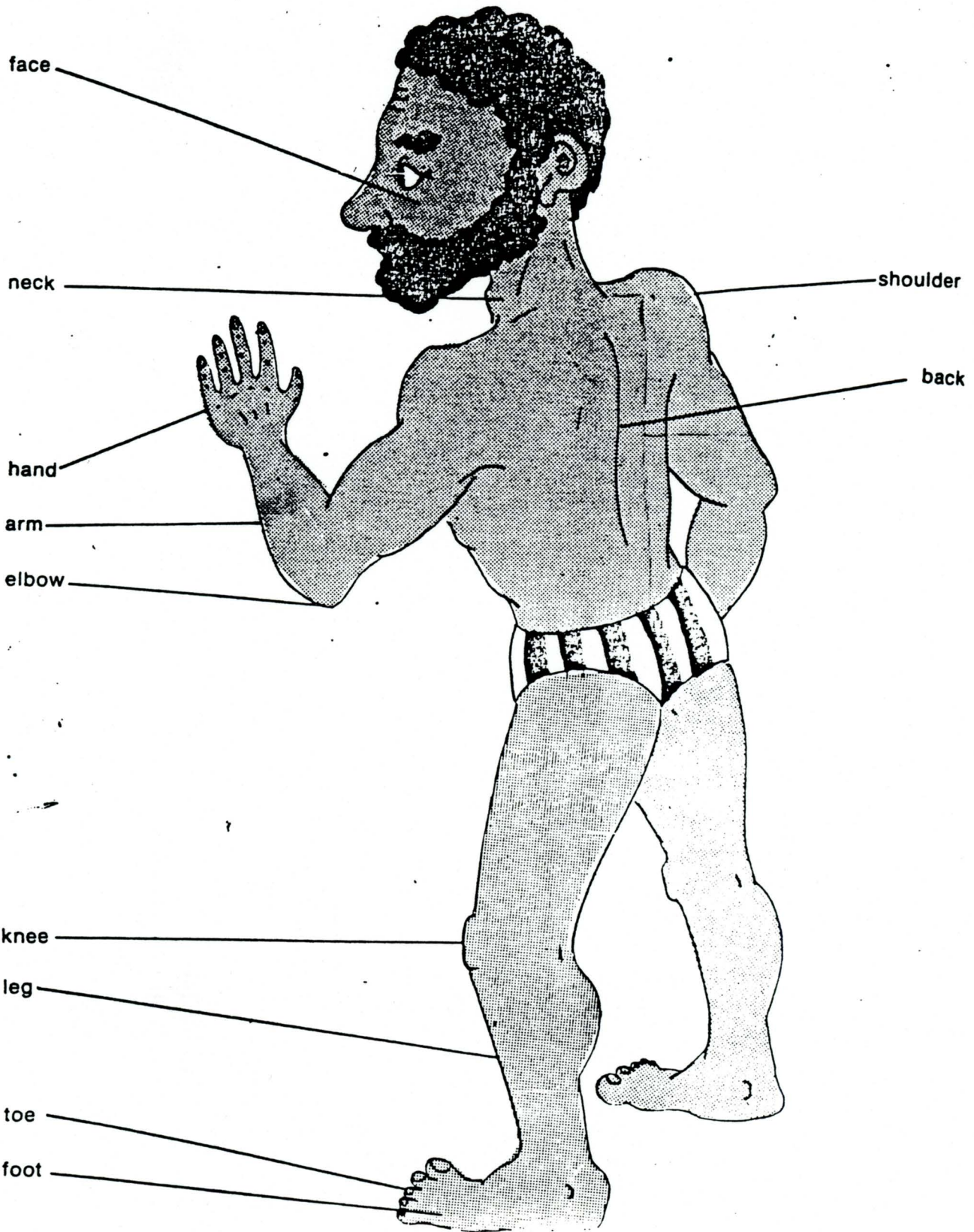
(DO NOT WRITE IN THIS SPACE)

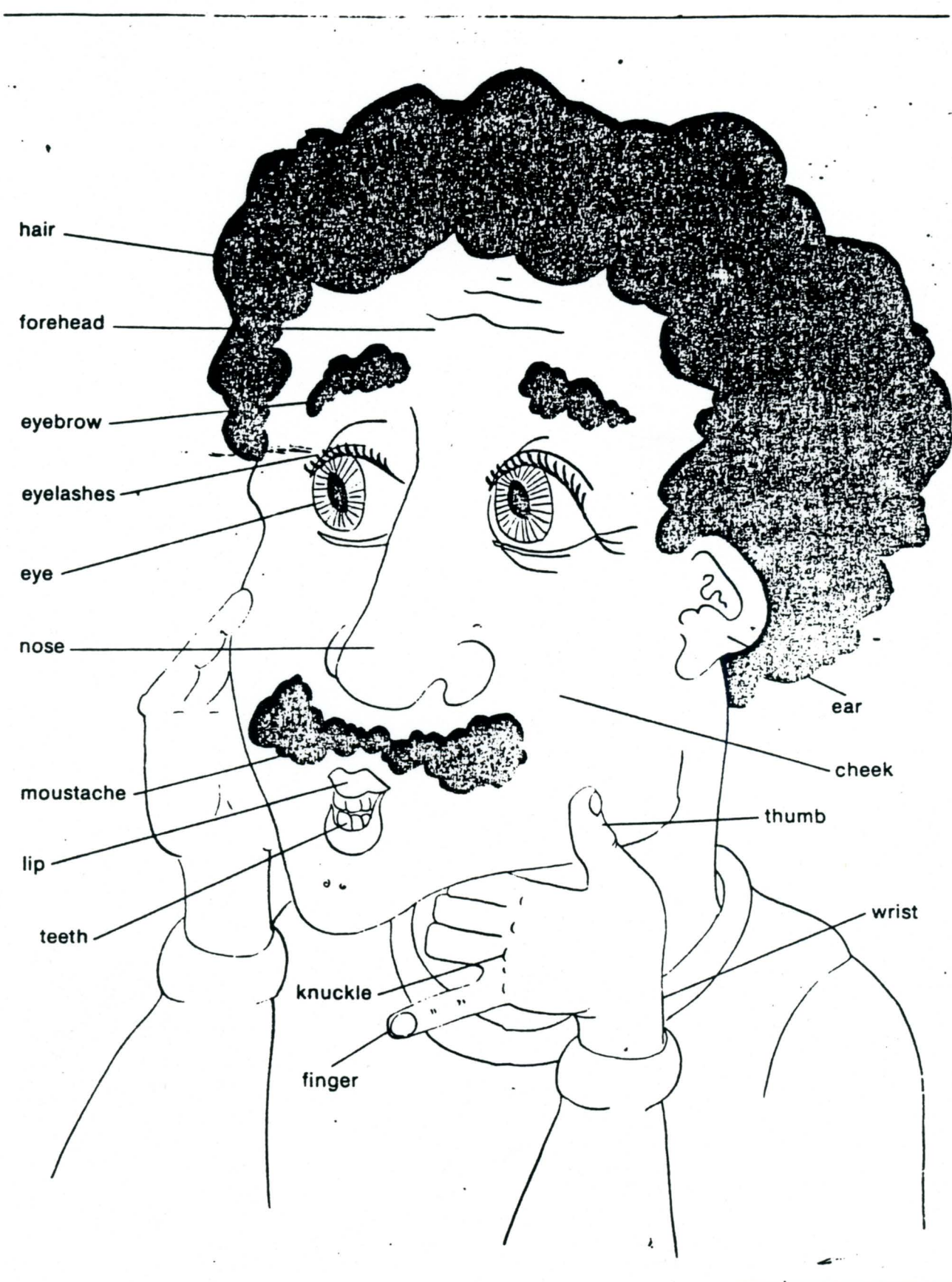
I hereby certify that all statements and answers provided by me in this questionnaire are complete and true to the best of my knowledge. I agree that they are to be considered part of the basis for employment by USCI, and I give permission for this examination. I hereby authorize any physician or any other person who has attended me to make a full disclosure to the Medical Department of the Company of any information in his knowledge concerning my medical history.

WITNESS: _____ SIGNATURE: _____

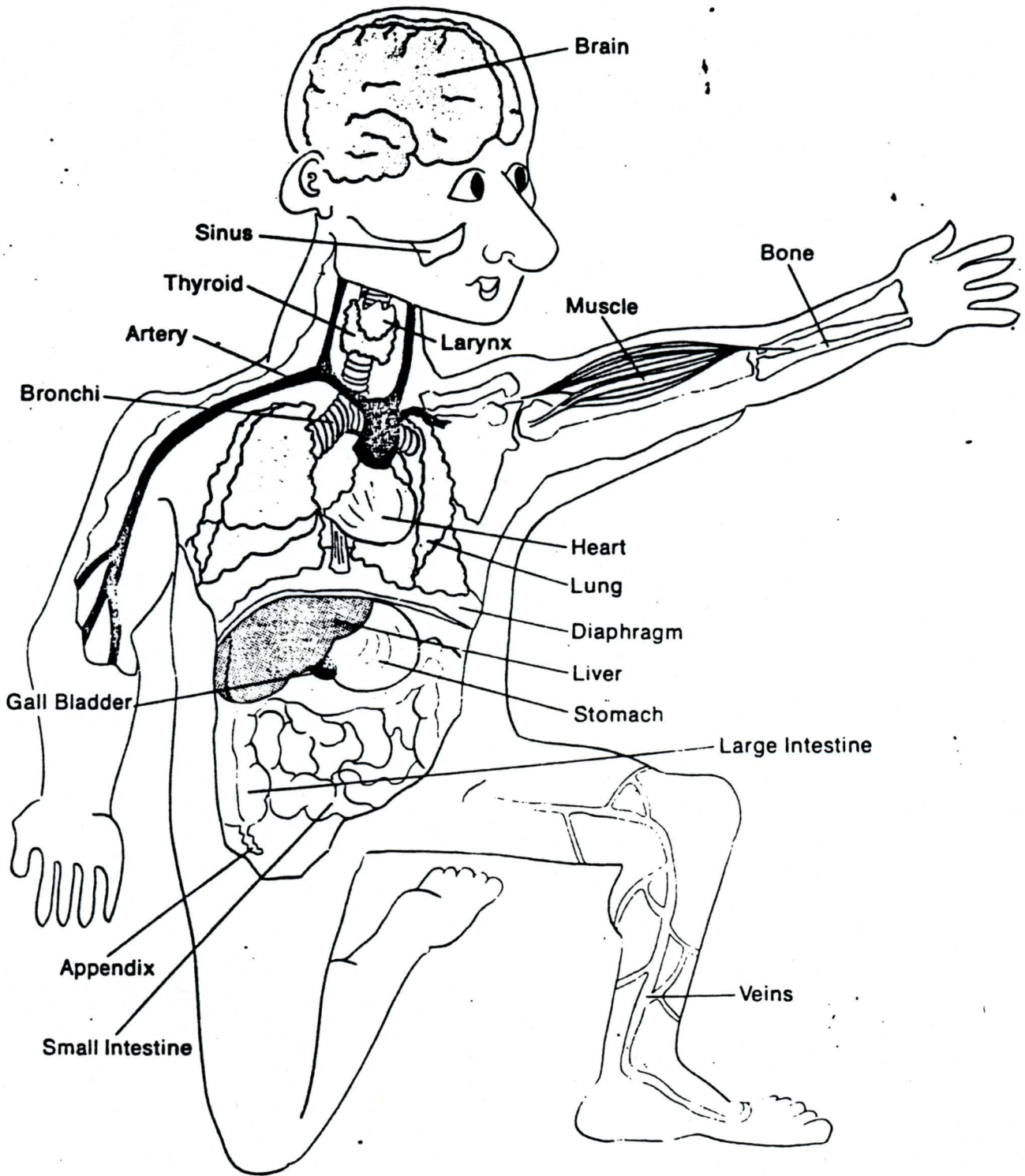
DATED: _____

Parts of the Body





Inside Your Body



Lesson 22

SAFETY/SECURITY

VOCABULARY:

safety glasses	protect	be sure
watch out	no open heel	required
no open toe	ear protection	report
gloves	minor	asbestos
first aid	plastic	medical treatment
safety shoes	emergency	accident
speed limit	speeding	pay attention
cautious	safety masks	careless
badge	not permitted	accompanied
cameras	approval	tape recorders
emergency room	get burned	worker's compensation
handle with gloves	smocks	take it out with gloves
buttoned	hats	cover all hair
smoking	work floor	no smoking
shoes: closed heel	exits	off limits
closed toe	OK	bags
challenged	radios	headphones
tape players		

GRAMMAR:

Imperatives

Modals: should, must, have to, d' better

Idiom: How come?; Never mind

MATERIALS:

- samples of safety clothes
- pictures of possible accidents

DIALOGUE:

- Mary: Be very careful. It's very hot.
Ly: OK.
Mary: Be sure you always wear these asbestos gloves.
Ly: OK.
- Frank: Where are your safety glasses?
Khay: Oh, I don't really need them, do I?
Frank: You sure do. You only have two eyes. You'd better take care of them.

Lesson 22

DIALOGUE:

3. Saveth: What happened to John?
Tom: He's getting a warning.
Saveth: How come?
Tom: He was speeding in the parking lot. He almost hit someone.
4. Loi: It doesn't hurt very much.
Mary: Never mind, let's just go to the nurse and check it out.
Loi: OK. Thank you.
5. Lisa: What's wrong?
Piou: I fell and my back hurts.
Lisa: Can you get up?
Piou: No, I can't
Lisa: Don't move. I'm going to call the supervisor.

READINGS:

1. On-the-Job Injury or Illness: any incident which results in your sustaining a work-related injury or illness, no matter how minor it may seem, must be reported to your Supervisor immediately. Your Supervisor will determine if a written report is necessary which you will be asked to review and sign. Minimal first aid supplies are available in your work area for your use. If medical treatment is necessary, you should visit the nurse's office for emergency first aid. You also may go to your own doctor or you may elect to accept medical attention provided by the company, normally through the hospital emergency room. Where time away from work is required because of your injury or illness, Worker's Compensation laws will apply.

All accidents are investigated and analyzed. Those which are caused by unsafe conditions are corrected through Engineering action. Those which result from operator inattention or carelessness are handled through individual counseling

Lesson 22

READINGS:

2. Plant Nurse: a Plant Nurse is available to provide emergency care for industrial injuries and personal illness, Monday through Friday.

She will provide first aid treatment as well as evaluate the need for referral for further medical treatment. She will be actively involved in the Safety Committee and Accident Prevention and Investigation.

If you desire to visit the Nurse, your Supervisor will make the necessary arrangement. There may also be times when your Supervisor refers you to the Nurse for first aid, counseling or evaluation.

3. Security: generally USCI's/Bard Implants plants are closed facilities with visitors permitted for business purposes only. Visitors are required to register, wear a badge, and be accompanied when in any area other than the general office. Cameras or tape recorders are not permitted beyond the Reception Desk without specific approval.

FACILITIES ORIENTATION

1. Familiarize yourself with ALL Fire Exits throughout the Plant.
 - A. Fire evacuation plans are posted in all public areas. Familiarize yourself with fire evacuation routes and fire door locations.
2. If the Fire Alarm System goes off (loud horns will sound), evacuate the building immediately (no exceptions).
 - A. Building I Employees MUST assemble away from the building along the riverside.
 - B. Building II Employees MUST assemble along the medium strip between Building I and II.
 - C. Headcounts will be taken immediately for accountability.
 - D. When the alarm system goes off, our Plant Fire Brigade will insure that all personnel are vacated.
 - E. If you hear a steady tone on the PA System (DO NOT evacuate) - This signal is for the Plant Emergency Team and means the fire alarm system in another building has been activated.
3. If you see a fire or smoke:
 - A. Activate the fire alarm system.
 - B. Pull stations are located at all exit doors and in the following areas:

Building I - one in the Main Corridor, Lower Level
Building I - one in the Main Corridor, Upper Level
Building I - one in the Receiving Dock Area
Building I - one in the Manufacturing Area
Building II- one next to the Sterilization Area
 - C. To activate Pull Station, break glass and push lever down.
 - D. Call ext. 133 if time permits to report exact location of fire.
4. All other emergencies - if someone gets hurt or any kind of failure or maintenance emergency or spill of toxic or flammable substance should occur, call ext. 133 to summon the Plant Emergency Team.
5. Fire Extinguishers:
 - A. Most are ABC rated.
 - B. All in-plant fire extinguishers can be used on any type of fire without injury to the user.
 - C. Do not attempt to fight a fire if toxic smoke is present or the fire is out of control - activate alarm system and evacuate.

6. Plant Safety:

- A. Report all safety problems to your supervisor as soon as possible.
- B. If you see a serious safety problem, call the Facilities Manager or Plant Nurse immediately.
- C. Use common sense and don't you create a safety hazard in the work place.
- D. Read the Safety Bulletin Boards and feel free to write up your ideas or suggestions on safety or concerns you have.
- E. The Plant Safety Committee meets monthly. Each major department is represented. Get to know who your representative is and feel free to ask them questions or point out your concerns to them.
- F. Don't assume that your supervisor has taken every precaution for your safety. Feel free to ask questions on what personal protective equipment you should have and any other precautions you need to know of.
- G. Common safety violations to look out for:
 - 1. Fire door blocked
 - 2. Spills or other tripping hazards
 - 3. Compressed air cylinders unsecured
 - 4. Improper storage of flammable materials
 - 5. Safety gear (gloves, eye protection, etc.) not being used where required
 - 6. Improper storage and housekeeping.

7. Security and Parking:

- A. Ample parking is available in both parking lots.
- B. Please observe the following company rules on parking:
 - 1. DO NOT park in any of the fire lanes.
 - 2. Reserved areas for visitors, handicapped persons, company vehicles and VIP's are for those functions ONLY.
 - 3. Make certain your car is locked at all times.
 - 4. Let the Facilities Department know if you must leave your car overnight in any company parking areas.
- C. A Traffic Officer on Concord Road is on duty from 6 A.M. to 8 A.M. and from 3:15 P.M. to 5:15 P.M. Monday through Friday for your convenience.
- D. Please wear your company ID badge at all times while you are in the buildings.
- E. Challenge any and all strangers you see entering your areas.
- F. Lock up files, desks, tools and confidential information at the end of the work day.

Lesson 23

CALLING IN SICK

(Review: Switchboard, Supervisor, Department)
(Names of Departments and Readings on Sick Pay)

VOCABULARY:

just	intestinal grip	message
headache	hope	take
stomach	feel better	bad
flu	hold(ing)	better
fever	moment	toothache
note	healthy	early

GRAMMAR:

Future: 'll, will
Modals: can, may
Idioms: Just a minute; Tied up; At the moment; That's too bad;
Can take me

DIALOGUE:

1. Switchboard: Good morning, USCI.
Phuong: May I please speak to Mary in the ... Department.
Switchboard: Just a minute, please.
Mary: Hello, this is Mary.
Phuong: This is Phuong Nguyen. I am sick today. I cannot come to work today.
Mary: That's too bad. What's the matter?
Phuong: I have a headache and a fever.
Mary: Do you think you'll be better tomorrow?
Phuong: I hope so. I will call in tomorrow morning if I am still sick.
Mary: OK. I hope you feel better tomorrow. Bye bye.

Lesson 23

DIALOGUE:

2. Switchboard: USCI. Please hold.
- Switchboard: Thank you for holding. Can I help you?
- Ry: May I please speak to Frank ____ in the ... department?
- Switchboard: Frank is tied up at the moment. Can I take a message?
- Ry: This is Ry Va. I can't come in to work today. I have a bad stomach ache. I'll try to come tomorrow.
- Switchboard: OK. I'll give Frank the message.
- Ry: Thank you very much.
- Switchboard: That's OK
- Ry: Good-bye.
- Switchboard: Good-bye.
3. Phan: My doctor says I have measles.
- Frank: You'll be out more than 4 days then. Be sure to get a note from a doctor that says that you are healthy. Bring the note with you when you come back to work.
- Phan: OK. Thank you.
4. Ly: I have a bad toothache. My dentist can take me at 3:30 tomorrow. May I leave early?
- Frank: OK. Thanks for telling me a day early.

Lesson 24

VOCABULARY: Match

fc	spring guide
sg	start quantity
02 - 0	sub assembly
01 - 0	first operation
SA	lot quantity
→	second operation
lot qty	over
rm	finished component
start qty	raw materials

MATERIALS:

- sample form - blank and filled out
- (Personnel) Tape/visual on lot history
- Vocabulary sheets
- Flashcards of works on form and for phrases, words abbreviations employees are expected to read and write

MATERIAL MOVE TICKET

VOCABULARY: Phrases

date	division item number
move ticket number	number of rejects sent
number of rejects received	lot number
operation number	

GRAMMAR:

if, but

DIALOGUE:

1. Sanh: What do I fill in?

Mary: Fill in these: complete date, your name, complete quantity.

Sanh: What about add qty., delete qty., and secondary documents?

Mary: Did you add everything?

Sanh: No.

Mary: Any rejects?

Sanh: No.

Lesson 24

DIALOGUE:

- Mary: Any secondary documents?
- Sanh: No.
- Mary: Then leave them blank, but be sure to write the component lot number here.
- Sanh: OK. Thank you.
2. Frank: Bong, we had a problem with one of your lots.
- Bong: What happened?
- Frank: I think you subtracted your rejects. You should count the complete quantity.
- Bong: Isn't it the same?
- Frank: Sometimes the person before you makes a mistake. If you don't count, the mistake gets carried on.
- Bong: Oh. I see the problem.
- Frank: Take the time to count them from now on, ok?
- Bong: Ok. Thank you.
3. Hanh: What should I write here?
- Dave: You should write
- Hanh: How about here?
- Dave: No. You don't write anything there.



S FC4670511 327770

ology Division

1821 U.S.A.

IBARD

04-FC4670511		038 145CM 3MMJ FC			00	11/22/83
Lot Number	Prod Grp	Lot Qty	Start Qty	Final Qty		
327770	48U	750	749			

	Complete Date	Responsible Individual(s)	Complete Qty	Add Qty	Delete Qty	Secondary Document(s)	Component Number	Comp U/M	Comp Qty	Component Lot Number(s)
	12-21-83	D. Spinnery	749							22101
01-0	4001	CUT LG/STUFF	12-22-83	A Lemire	749		RM0350105	LB	AR	22052
							SA2022001	EA	749	755146
02-0	4002	FIRST WELD	1-5-84	D. Callahan	749					
03-0	4005	FIN END & RINSE	1-6-84	V. Fromm	749					
04-0	4018	HOT FORM-J	1-6-84	D. Potvin	749					
05-0	4003	TEST/CUT WIRE	1-6-84	D. Potvin	749					
05-5	4007	ULTRASONIC CLEA	1-19-84	R. Dorne	749					
06-0	4155	TEFLON COAT	1-9-84	X. Luskenges	739	10 01-630901	RM0811001	GL	AR	35349
							RM0811002	GL	AR	20282
							RM0811003	GL	AR	25746
							RM0811005	GL	AR	19832
							RM0897001	GL	AR	22654
07-0	4156	INSPECT TEFLON	1-14-84	G. Siquelard	725	14 01-630956				
08-0	4301	PREP SEC WELD	1-14-84	MARTIN ZULUAGA	725					
09-0	4206	LOCATE CURE	1-16-84	MARTIN ZULUAGA	723	2 01-631000	SA4670200	EA		22701
10-0	4302	SECOND WELD	1-16-84	O - Em	723					
11-0	4305	FIN END & RINSE	2-18-84	O. Luthanony	723					
12-0	4352	FINAL COUNT/REC	1-18-84	MARTIN ZULUAGA	707	16 01-630833	RM0214030	EA		
13-0	9001	Q.C. PRIMARY								
14-0	9790	RELEASE TO CENT								
99-9	9700	POS. REL TO STG								

TEACHER REFERENCE - Lot History

- A. Employees must understand the importance of a Lot History ie. for Traceability.
- B. The following is included on a Low History form:
1. A division item number identifies the component (product) being built.
example: FC 4670565 FC means finished component.
 2. Another number indicates the measurements of a particular component.
example: SG 035IN x 145CM
The component is a Spring Guide.
The spring guide measurements are .035 inches
by 145 centimeters.
 3. There is a Lot Order Date. This indicates the date that the LOT HISTORY was ordered from Production Control.
 4. There is a Lot number. This number is for easy future reference and should not be confused with the division item number. If there are problems in the field (field -- hospital use of USCI components), then the component can be traced back through the production process by Lot Number.
 5. There is a Lot Qty number indicating the amount of a single lot.
 6. There is a Start Qty number indicating the number of pieces when production begins.
 7. 01-0 means first operation.
02-0 means second operation and so on.
 8. There is a description of each operation.
example: 4001 CUT LG/STUFF the operation.
There are hundreds of different operations. There are step by step operations on the way to finished component.
 9. When an operation is completed, the date, name of employee who has done the operation, the number of pieces completed, and the number rejected are all entered on the Lot History form.
example: Complete date
Responsible Individual
Complete Qty.
Delete Qty.
 10. If there are rejects, then an employee must fill out a Material Move Ticket. This form indicated the date, the division item number, the move ticket number, the number of rejects sent and received, the lot number and the operation number. All rejects are documented for future reference.

11. There is additional information on the right side of a Lot History.
 - a. An RM component number indicates Raw Material.
 - b. An SA component number indicates Sub Assembly which is used later to construct a larger assembly.
 - c. RM's and SA's have their own Lot Numbers.

12. An arrow on the far right of a Lot History indicates "over". Turn form over.
 - a. An employee who does not finish a lot operation during his/her shift must indicate → over.
 - b. An employee turns the form over to list information concerning incomplete work.
 - c. An employee indicates operation number, operation description, date, name, number completed, rejects, and component lot number.

C. We have Lot Histories for traceability.

1. The Food and Drug Administration requires by law that companies have accurate records of products made for medical or hospital use.
2. If problems develop in the field, then USCI can easily trace a medical component through its Lot History.
3. From time to time the FDA audits production records. Lot Histories allow easy reference.

Lesson 25

COMMUNICATION MEETINGS

(Review: Good Manufacturing Practices, Pay and Hours)
(Job Security, Attendance and Standards of Conduct)
(Lot Histories)

VOCABULARY:

why	worry	conference room
coffee	should not happen	donuts
supervisor	deficiencies	team
last month	discuss	this month
procedures	part of team	changes
killing rumors	problems	involved
what's going on	bringing it up	rejects
what's going on in the company		coming through
surpassed	go over	feedback
solve	announcement	problem
make an announcement	relay	lose something

VOCABULARY PHRASES:

production plan	(how many units a section produce next month)
last month we did 6000	next month we're doing 8000

LOT HISTORIES:

- check quantity at every work stop
- count good pieces
- need better monitoring system
- trouble with machine
- material hard to work with
- need more training

VOCABULARY: Team Work

team	keep up with it	team work
keep on top of it	give a hand	running smoothly
help out	I need help	do your/our/their part
how's it going	work together	good procedure
get organized	right	

Lesson 25 (cont.)

DIALOGUE:

1. Shaovang: When is our next meeting?
Tom: Next Wednesday.
Shaovang: What's the topic?
Tom: I think he's going to tell us about a new machine.
I think there's going to be more overtime, too. <
2. Phep: Frank, I have a problem.
Frank: What's up?
Phep: A lot of these springs are coming through with nibs. These's some bare teflon, too.
Frank: I'll bring it up at the next meeting.
Phep: Thank you.
3. Mary: There's a problem with the operation. It's too slow.
Phuong: We've all been having trouble with our machines. They don't seem to cut as well as they used to, and they break down a lot.
Mary: Thank you for mentioning that Phuong. We'll go over the machines. Maybe that will solve the problem.

INTRODUCERS

Monthly Meeting

February 1983

I. January Production Results

	<u>PLAN</u>	<u>WE BUILT</u>	<u>PERCENT OF PLAN</u>	<u>YIELD</u>	<u>% REJECTS</u>
DILATORS	50,000	51,196	102%	98%	2%
SHEATHS	28,900	29,573	102%	82%	18%
HEMAQUETS	<u>11,800</u>	<u>12,225</u>	<u>104%</u>	91%	9%
DEPARTMENT TOTAL	<u>90,700</u>	<u>92,994</u>	<u>102.5%</u>		

**Hemaquet yield improved from 79% Nov. to 82% DEC. to 91%Jan.

**Sheath yield dropped to 82% from 86% due to stock problems.

II. January Piece Per Hour Averages (Second Shift Only)

	<u>Dilators</u>		<u>Sheaths & Hemaquets</u>	
	January	December	January	December
Tipping	30	27	Heading	156
Heading	152	133	Tip Pulling	68
Injection	383	385	Normalize	282
Mold			Attach str re	251
Printing	265	267	Injection Mold	136
<i>Trim Dilators</i>			Trim Flash	137
			Proof Load	255
			Flush/clean	283
			Assemble Valve	166
			Attach Stopcock	106
			Leak test	100
			<i>Trim Weld</i>	88

III. MISCELLANIOUS

- A. LABOR REPORTING SYSTEM- Usage at 99%-EXCELLENT.
- B. Injection Molding Area - change around is behind schedule.
- C. Snow Day-thank you to those who made it in.
- D. Quitting time at night is 12:15-12:20.

Thank you all for a good January,

Steve Ruggles

Lesson 26

FORMS AT WORK - PERSONNEL RECORD

VOCABULARY:

veteran	limit	continue
U.S.	job performance	armed forces
position	citizenship	immigration form I-2
education	answered	status
circle	if	level
attached	physical	complete(d)
apply(ied)	mental	return
interfere	medical	I-94 card
permanent resident	alien	

GRAMMAR:

If conditional
Or
Yes/no questions: With are and do
Present Perfect: Have

MATERIALS:

- Samples of immigration documents-Resident Alien Card, I-94, Immigration form W-2
- Pictures of handicaps or disabilities: glasses, wheelchair, crutches

DIALOGUE:

1. Greg: Are you a US citizen?
Tou: No, not yet. I have to wait five years.
Greg: Are you a permanent resident alien?
Tou: No, not yet. I have applied for my green card.
Greg: Do you have an I-94 card?
Tou: Yes, I do. Do you want to see it?
Greg: Yes, please.

Lesson 26

DIALOGUE:

2. Chansouk: Greg, do you have a minute?
- Greg: Sure.
- Chansouk: My friend wants to apply for a job here, but he's handicapped. Can he still apply?
- Greg: Ask him to come talk with me. Maybe we have a job that he can do.
- Chansouk: Thank you Greg. I'll ask him to call you tomorrow for an appointment.
- Greg: Good. We are always looking for good workers.

READING:

Personnel Records: information maintained in your personnel file is important to you and the Company. Your file is confidential and information contained therein will be released outside of this Company only upon your written authorization, legal authorization, or to those who are entitled to it by law.

You are responsible for keeping the following information current:

Name
Address
Telephone Number
Marital Status
Person(s) to notify in event of emergency
Physical or other limitations

You may make changes in this information by contacting the Personnel Department.

Other items you should keep current through notification to the Personnel Department are formal education, courses completed, training or skills acquired, changes in beneficiary for life insurance, tax reporting status and dependent information for medical insurance.



TO: ALL EMPLOYEES

We are presently putting our personnel records into a new system. In order to have our records contain the appropriate information we will need to update our files with the following information. This information is necessary for us to comply with the record keeping requirements of certain regulatory agencies.

VETERAN STATUS

Have you served in the U.S. Armed Forces? YES NO

Dates of service from _____ to _____

Do you have a service connected disability? YES NO

CITIZENSHIP STATUS

Are you a citizen of the United States? YES NO

If not, please fill out attached form.

DISABILITY

Do you have a physical, mental or medical handicap or disability that would limit your job performance for any position? YES NO

EDUCATION

Please circle your highest educational level completed.

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

THIS FORM MUST BE RETURNED TO THE PERSONNEL DEPARTMENT BY WEDNESDAY, MARCH 24, 1982.

Print Name

Signature

Date

EMPLOYEE STATEMENT OF CITIZENSHIP FORM

Are you an United States Citizen? _____ YES _____ NO

(If you answered no, please continue.)

Are you a Permanent Resident Alien? _____ YES _____ NO

(If you answered no, please continue.)

Do you have an I-94 Card? _____ YES _____ NO

(If you answered no, please continue.)

Do you have the Immigration Form I-2? _____ YES _____ NO

(If you answered no, please continue.)

Are you the spouse or child of a Permanent Resident Alien? _____ YES _____ NO

Signature of Employee

Date

Lesson 27

FORMS AT WORK - BENEFITS CARD

- Review: 1. form Vocabulary from Lesson 26
2. family relationships
3. Benefits - slide show

VOCABULARY:

earnings	month-mo.	day
benefits	year-yr.	date of birth
occupation	eligible	(list of occupations)
relationship	beneficiary	spouse
related	employer	division
signature(signed)	change	enrollment(enrolled)
location	dependents(deps)	reinstatement
type	unmarried	print
children	clearly	full-time
any/some	students	handicapped
more than	less than	toe
old(er)(est)	young(er)(est)	lower
life insurance	retirement	business related travel
accidental	death	dismemberment
short-term	long-term	disability
dental plan	medical program	claim

GUEST SPEAKER

Ask USCI's Benefit Coordinator to serve as resource person or guest speaker to explain employee's benefits.

GRAMMAR:

any/some
more than/less than
Comparatives: er-est
Past tense

MATERIALS

- Simplified benefits card
- Flashcards
- Benefits cards
- Pictures of family members

Lesson 27 (cont.)

DIALOGUE:

1. Chhum: Greg told us about benefits today.
Chhum's wife: What did he say?
Chhum: I'm eligible for life, health, and dental after 60 days.
Chhum's wife: That's good for our family.

2. Greg: How many children do you have?
Chhum: 6
Greg: How old are they?
Chhum: 14, 12, 10, 8, 6, and 4.
Greg: They're all eligible.

3. Sithan: Are my children eligible too?
Greg: How old are they?
Sithan: My oldest daughter is 19 - she's married. My oldest son is 20. He's going to college. My other children are 15, 13, and 9.
Greg: We can only cover unmarried children, so we can't cover your 19 year old daughter. Your oldest son is OK if he's a full-time student. Your younger children are OK.

4. In the lunch room.
Sary: The benefits here are really good.
Susan: They really are.
Sary: My friend is a waitress and she brings home alot in tips, but if she gets sick she doesn't get anything.
Susan: Yuh. It's smart to work for a company with good benefits.

SAMPLE OF BARD BENEFITS CARD

1. PLEASE TYPE OR PRINT CLEARLY.
2. CARD MUST BE DATED AND SIGNED.

BARD BENEFITS CARD

<input type="checkbox"/> New Enrollment <input type="checkbox"/> Beneficiary Change <input type="checkbox"/> Name Change		Date <small>Mo. Day Yr.</small>		
<input type="checkbox"/> Reinstatement <input type="checkbox"/> Change in Deps. Status <input type="checkbox"/> Location Change		Employed		
Last Name		Social Security No.		
First Name		M.I.		
Address		Sex <input type="checkbox"/> M <input type="checkbox"/> F		
Do you want Dependents Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		Earnings		
Date of Birth		Occupation		
Mo. Day Yr.				
Effective Date	List Your Eligible Dependents			Date of Birth
	Last Name (if different) First Name M.I. Spouse Son Daughter			
Life				
AD & D				
Beneficiary and relationship (First Name, Middle Initial, Last Name)				
Address of Beneficiary if not related to employee				
DI LTD	Name of employer		Division	
Medical	C. R. Bard, Inc.			
Dental	*Provisions on reverse side accepted			
Date	Signature			

GF 3124 CAT. 115550

Lesson 28

ATTENDANCE AND LEAVE OF ABSENCE

VOCABULARY:

department	cause	action
shift	termination	taken
attendance	absence	leaving early
tardiness	excessive	leave of absence
request(ed)	sudden	leave
vacation	records	understand
hire	failure	previous
return	granted	state(d)
recommend	above	approval
disapproval		

GRAMMAR:

Modals: May I

Subjunctive: Would like

Idioms: Have a minute; what's up; give me a couple of weeks.

MATERIALS:

- flash cards for words
- sample forms

DIALOGUE:

1. Hong: Mary, do you have a minute?
- Mary: Sure. What's up?
- Hong: I would like to take a vacation the second week in June.
- Mary: That's in 2 months. It's probably OK. Let me check.
- Hong: When can you let me know?
- Mary: This afternoon.

(Later on)

- Mary: Your request for vacation in June is OK.

Lesson 28 (cont.)

DIALOGUE:

Hong: That's great. Thank you.
Mary: Fill out this form to request for vacation.
Hong: Yes, I know.
Mary: Return the form to me before you go home today.
Hong: OK.

2. Tong: Frank, are you busy?
Frank: Not very. What's up?
Tong: My wife's father died yesterday. I need to take a leave of absence for ... days.
Frank: I'm sorry to hear that. Was he sick?
Tong: No, it was very sudden.
Frank: Well, we have to fill out this form. Please tell your wife how sorry I am.
Tong: Thank you.

READINGS:

1. Attendance: your attendance at work is essential. Absence, which includes tardiness and leaving early, makes it difficult to meet production schedules and increases the workload of your fellow employees. Employees with good attendance records resent this inconvenience. Excessive absence compounds these problems.

When an employee begins to miss time excessively, it is usually a symptom of some other problem. Should you find yourself in that position, your Supervisor will work with you in an effort to find an acceptable solution and solve the problem before it becomes serious enough to warrant disciplinary action.

On the other hand, if your attendance demonstrates a lack of willingness or your inability to meet your commitment of 40 hours per week, you will be counseled by your Supervisor and, if necessary, placed in the Warning System.

READING:

2. Absence: if you are absent you must call in within one-half ($\frac{1}{2}$) hour from the opening of your shift. When calling in, you must talk directly with you Supervisor. Should you expect to be absent more than one day and be unable to reach your Supervisor directly, you must leave a number where you Supervisor may contact you. You are expected to report your absence each day unless excused from doing so by your supervisor. Failure to call in may result in disciplinary action. (See warning Procedure)

After you return from an absence, your Supervisor will meet with you to discuss your reasons for being absent and to reemphasize the importance of good attendance. BEING PAID SICK PAY DOES NOT EXCUSE AN ABSENCE.

3. Leaving Early/Tardiness: "tardiness" and "leaving early" are defined as time lost during the actual work day due to late arrival or departure before the end of the shift. Excessive "leaving early/tardiness" is more than two (2) times during a 4-week period.

Exceptions, not counted, are time lost due to an industrial accident or a declared emergency. All other instances will be counted.

Should the incidence of either "tardiness" or "leaving early" become excessive, the offender will be placed in the Warning System.

4. Leave of Absence: time away from work, though legitimate, may diminish the ability of the Company to meet its production requirements, thus tarnishing its reputation as a manufacturer which services its customers on a timely and efficient basis.

YOU MUST REQUEST A LEAVE OF ABSENCE TO COVER ANY ABSENCE WHICH IS EXPECTED TO LAST LONGER THAN FIVE WORKING DAYS. Approval will be based on the merits of each individual case. You must have completed your probationary period in order to qualify for consideration. You should be aware of the following which may become effective when you are on leave of absence:

- you are not eligible to bid on jobs
- you are not eligible for holiday pay (except during the disability waiting period)
- you are not eligible for bereavement or jury duty pay

Lesson 28 (cont.)

READINGS:

- when your LOA extends beyond one month, your next pay step progression will be delayed for the length of the LOA, minus one month
- your vacation time and sick time will be prorated after six months of LOA
- your pension credits may be affected after seven months.

There are three types of leaves of absence for which you may apply. The specifics of each are as follows: medical leave of absence; personal leave of absence; military leave of absence.

USCI, A DIVISION OF C. R. BARD, INC.

REQUEST FOR LEAVE OF ABSENCE

Date: _____

Employee Name: _____ Department: _____

Shift: _____

Dates of Requested Leave: From _____ To _____

Dates of Vacation: _____

Reason for Request: _____

I understand that failure to return to work from this LOA on the date stated above will be cause for termination.

Employee's Signature

Attendance/Tardiness Records: _____
(past six months) _____

Date of Hire: _____

Previous Leave Granted: _____

Recommend Approval/Disapproval: _____
Supervisor Date

Recommend Approval/Disapproval: _____
Dept. Manager Date

Recommend Approval/Disapproval: _____
Personnel Date

ACTION TAKEN: _____

Lesson 29

STANDARDS OF CONDUCT - WARNING POLICY

VOCABULARY: Low Level

machine	parking	plant
traffic	dirty	dress code
clean up	punch out	bad
careless	language	late

Medium Level

careless	call in	soliciting
loitering	bulletin boards	personal use
off limits	trespassing	accident
defacing	report	leave early
absence	repeated	record time

High Level

poor work	failing	eating
returning	report	lying
mistakes	discord	damage
immoral	drunk	indecent
drugged	threatening	punching
careless	for another	other people
smoking	off limits	

Maximum

disobey	guns	stealing
weapons	fighting	explosives
damaging	gambling	suspension
conviction	failing to call in	3 days
alcohol	drugs	possession
termination		

GRAMMAR:

'd better
should have known

DIALOGUE:

1. Savath: What happened to Jim?
Choeth: He got a warning last week. He never cleaned up his work area.
Savath: He'd better be careful.

Lesson 29 (cont.)

DIALOGUE:

2. Savath: I heard that someone got fired last week in your department.
- Cho euth: Yes. He was gambling during lunch.
- Savath: He should have known that that is a maximum offense.
3. Yin: I have had alot of time out because of sickness in the last two months.
- Ry: You better be careful because three times out in an eight week period is grounds for a warning.
- Yin: Does that mean three days? I was sick once for a week.
- Ry: No that is considered one time. It must be three separate occurences.

Lesson 30

HYGIENE/OTHER REGULATIONS

VOCABULARY:

smocks	smell	clean
clean up	toilets	sanitary
must wash hands	unsanitary	no food on floor
regulations	garlic	sweat
bad breath	bath	deodorants
frequent	dirty	cultural

GRAMMAR:

Idioms: that's a good question; get upset; bad side

MATERIALS:

- tapes - GMP dress code, no eating, drinking, or smoking on floor
- pictures of dirty/clean conditions
- "smelly food"

DIALOGUE:

1. Frank: Did you ever have to move away from someone because he smelled too much?
- Dal: Yes, I think Americans smell more than Asians. Maybe their sweat smells stronger. How about you?
- Frank: I had an Asian friend who loved to eat garlic. But he ate garlic for lunch and after lunch he had bad breath. I had to move away when we talked.
- Dal: I love to eat garlic for lunch. I'd better use mints or something.
- Frank: I'd better take more baths!
2. Saykanh: Mary, why do Americans get upset if their bathroom is a little dirty? It's not like a kitchen where you prepare food.
- Mary: That's a good question. They do get very upset, though.
- Saykanh: I heard some people talking about their vacation. All they talked about were the dirty bathrooms.

Lesson 30 (cont.)

- Mary: Americans feel clean bathrooms are healthier.
- Saykanh: I'd better warn my friend. She's going to start work next week. I don't want her to get on someone's bad side.

READINGS:

1. Uniforms: uniforms and hair coverings must be worn in all manufacturing areas. While these are provided at Company expense, you are responsible for their care and cleanliness.

Uniforms must be fastened, free of extraneous articles and markings and may not be covered by other garments. Sleeves may be shortened but must be hemmed with the lower tip of the sleeve reaching one to three inches above the elbow. Long-sleeved garments may not be worn under short-sleeved uniforms.

2. Employee Identification Badges: you will be issued an identification badge when you are hired. It must be worn at all times and in such a manner that it is readably visible. Should you forget it at any time, a temporary badge can be obtained from the receptionist. If you lose it, the loss must be reported to Personnel immediately where a new badge will be issued. Badges must be returned to Personnel upon separation from the Company.
3. Food and Beverages: food and beverages may be consumed only in cafeterias, outside of buildings, and at other designated areas defined by your Supervisor.
4. Smoking: you may smoke anywhere outside buildings (unless posted signs indicate otherwise) and in the cafeteria and in designated office areas. Smoking in any other area is unauthorized and constitutes a serious infraction of Company rules qualifying as a High-Level Offense under the Warning System.
5. Lockers: you will be assigned a locker upon hire for the purpose of storing personal possessions not authorized to be taken into manufacturing areas. It is not meant for keeping money or valuables or for long-term storage of food.

You use these lockers at your own risk and the Company is not responsible for loss or damage to property stored therein. The Company reserves the right to inspect lockers when it is deemed necessary.

Lesson 31

COMPANY SERVICES

VOCABULARY: Communication

bulletin board	news	newsletter
information	"Bard World"	notice
job bids and postings	announcement	new products
personal interest	"pulse"	

Awards and Recognition

seniority	eligible	loyal service
entitle	milestone	increments
service award	long-term employees	

Activities

sports	baseball	social events
football	parties	soccer
dances	basketball	picnics
volleyball	tryout	realize

Education

scholarships	costs	tuition
children	fees	college
required	afford	textbooks
educational	approved	assistance
75%	form	eligible
job related	certificate	degree
program	financial	fall
grades	spring	invoices
approval	semester	reimburse
indicate(d)	course	according to
register(ed)	title	schedule
school	receipt	immediate
university	final	manager
accounting		

GRAMMAR:

imbedded sentences

Idioms: sign up; let me know; thanks a million; go out for; sounds like

Lesson 31 (cont.)

MATERIALS:

- pictures of sport events, newsletter
- flashcards with vocabulary

DIALOGUE:

1. Kim: Have you seen the bulletin board?
Pen: No, what's new?
Kim: A new job posting.
Pen: Really? I'm going to check it out at lunch time.

2. Ath: Are you going for the volleyball team?
Rom: What volleyball team?
Ath: The USCI volleyball team. Tryouts are today.
Rom: That sounds like fun.

3. Hanh: What's the educational assistance program?
Mary: USCI will help you pay for a job related course.
Hanh: That's great. Where do I sign up?
Mary: I'll give you a form. Read it and let me know if you have any questions.
Hanh: Thanks a million.

C. R. BARD, INC.

EDUCATIONAL ASSISTANCE PROGRAM

I, _____,
REQUEST APPROVAL TO ENROLL IN THE EDUCATIONAL ASSISTANCE PRO-
GRAM AS INDICATED BELOW:

I WILL BE REGISTERED AT _____
SCHOOL OR UNIVERSITY

FOR THE _____ SEMESTER, 19____.
FALL OR SPRING

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>COST</u>

I UNDERSTAND THAT UPON RECEIPT OF FINAL GRADES AND INVOICES
THE COMPANY WILL REIMBURSE ME ACCORDING TO THE FOLLOWING
SCHEDULE:

- A - 75%
- B - 75%
- C - 75%

SIGNED: _____
EMPLOYEE NAME & DEPARTMENT

ROUTING APPROVAL:

- 1. Immediate Supervisor: _____ Date: _____
- 2. Department Manager: _____ Date: _____
- 3. Personnel: _____ Date: _____

Copies: Personnel, Accounting, Employee

Lesson 32

LEAVING USCI
RESIGNATION - RETIREMENT - PLANT LAYOFF - JOB REDUCTION

(Unemployment Compensation, Workers Compensation)

VOCABULARY:

resignation	retirement	two-week notice
pension	job reduction	exit interview
involuntary	reemployment	bumping
seniority	recall	laid off
happen	apply	benefit
receive	Department of Employment Security (DES)	
work related	illness	injury
expenses	average weekly wage	

GRAMMAR:

unreal conditional: if

DIALOGUE:

1. Pen: This is my two-week notice of resignation.

Greg: I'm sorry to know that you are leaving USCI.

Pen: Thank you. My wife wants to move to Rhode Island to be near her parents.

Greg: Can you come in on Tuesday at 10:00 am. for an exit interview?

Pen: Yes, I can.
2. Dal: What could I do if I were laid off?

Mary: You could apply for unemployment benefits.

Dal: How could I do that?

Mary: You would go to the Department of Employment Security and fill out a form.

Dal: That's all?

Mary: You would have to wait ___ weeks before you could fill out the form.

Dal: Oh.

Lesson 32 (cont.)

- Mary: Then you would have to wait ___ weeks until you receive your first check.
3. Dal: How long would my benefits last?
- Mary: For ___ weeks.
- Dal: What would I do while I was waiting?
- Mary: You should go on interviews and write the name of the company and the date of the interview on the card DES gives you.

READING:

1. Resignation: if you find it necessary to resign from your job with USCI/Bard Implants, a two week notice in writing will enable the Company sufficient time to find a replacement, prepare the necessary paper work, and conduct an exit interview. Many of you were given an opportunity to give notice to your former employer when you came to USCI/Bard Implants, and we would like the same courtesy.
2. Exit Interview: an Exit Interview with employees terminating their employment will be arranged by the Personnel Department whenever possible. This exit interview will cover the reason(s) for termination, return of Company property, explanation of insurance conversion privileges and eligibility for reemployment.
3. Retirement: in order to receive your pension on a timely basis, three (3) months' advance notice is required on retirement. See pension booklet or Personnel for further details.
4. Return of Company Property: individuals leaving the employment of USCI/Bard Implants are required to return I.D. Badge, uniform, tools, keys Employee Handbook, and any other Company property in their possession.
5. Plant Layoff - Job Reductions - Bumping - Recall (hourly): it is our intention to avoid reductions in the hourly workforce whenever possible. There may be occasions, however, when they cannot be avoided. There are two types of reductions affecting hourly employees which may occur:
 - Those where the ultimate goal is to reduce the number of employees in the workforce resulting from a general lack of work; or
 - Those where downgrading and/or reassignment of employees will occur because of isolated incidents of lack of work resulting from technological change or other causes. No employees are involuntarily separated from the Company in this type of action.

Lesson 32 (cont.)

READINGS:

In either situation, plant seniority is the factor which determines the options of employees affected. Both types of reduction begin with an announcement to the workforce posted at least five (5) days before the actions occur. As positions and jobs are eliminated, bumping will occur according to seniority, until the least senior employees in the plant are either downgraded to the lowest level or laid off.

Employees who have completed their probationary period and who are laid-off are eligible for recall for a period of one year or length of service, whichever is less.