

OALCF Task Cover Sheet

Task Title: Negotiating a Raise

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Employees need to know how to promote their strengths and negotiate a raise during performance evaluations. In this task the learner will role play asking for a raise based on a scenario.	
Competency: A. Find and Use Information B. Communicate Ideas and Information C. Understand and Use Numbers D. Use Digital Technology	Task Group(s): A1: Read continuous text B1: Interact with others B4: Express oneself creatively C1: Understand and Use Numbers n/a
Level Indicators: A1.2: Read texts to locate and connect ideas and information B1.1: Participate in brief interactions to exchange information with one other person C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts D.1: Perform simple digital tasks according to a set procedure	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">● Worker Scenario● Calculator● Paper/pen or computer● Partner (can be the instructor)	

Instructor Preparation: Distribute the Worker Scenario. Have learners work in pairs. If pairing is not an option then you will need to work with the learner during the role play. Provide a calculator. Ensure learner has been taught simple math calculations, including percentages.

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Read the Worker Scenario.

Task 1: Bill would like to ask for a 2% wage increase. How much will Bill be making an hour if he gets this amount?

Task 2: List three reasons Bill can tell his boss why he thinks he should get a raise.

Task 3: With a partner (or your instructor) pretend you are Bill and your partner is his boss. Ask for a raise and talk about the reasons why you deserve it.

Worker Scenario

Bill has been working at the local lumber yard for five years. His main duties are sorting, stocking and moving lumber in the yard. He also has to determine the quality, type, size and price of the lumber. For the last two years he has also been given the responsibility of working directly with clients, filling orders and supplying materials.

He enjoys interacting with other employees. In the past his boss has asked him to train new employees to learn how to operate power tools, drive and operate the forklift and a lot more. In all his previous performance evaluations he has been told that he is hardworking, strong, and follows instructions well.

Bill hasn't received a pay increase in over two years, even though he has been given added responsibilities. His wife is expecting their third child and would like to stay home with the children two days a week once her maternity leave is done. This will save some money on daycare, but Bill still needs to make up for some of the money she won't be bringing home from working full-time hours.

Even though Bill likes his job, he might have to start looking for another one if he doesn't get a raise. He has a performance review coming up. He currently makes \$20 an hour and would like to negotiate a raise, based on his performance and added responsibilities.

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Answer Key

Task 1: Bill would like to ask for a 2% wage increase. How much will Bill be making an hour if he gets this amount?

$$\$20 \times 1.02 = \mathbf{\$20.40} \text{ or } \$20 \times 2\% = 0.40 \quad \$20 + 0.40 = \mathbf{\$20.40}$$

Task 2: List three reasons Bill can tell his boss why he thinks he should get a raise.

- Bill has been given additional responsibilities in the past two years (working directly with clients, filling orders, supplying materials)
- He has not received a pay raise in over two years
- His previous performance evaluations have been good – he is hard-working, strong, and follows instructions well
- He has been asked to train new employees
- **Note:** the fact that his wife is expecting and they would like her to stay home part-time with the children is NOT an appropriate response – pay raises must be based on work performance only, not situations at home.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B1.1	<ul style="list-style-type: none"> chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> participates in short, simple exchanges 			
	<ul style="list-style-type: none"> speaks or signs clearly in a focused and organized way 			
C1.2	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers 			
	<ul style="list-style-type: none"> calculates percentages 			
	<ul style="list-style-type: none"> interprets and applies rates (e.g. \$/kg, \$/1) 			
	<ul style="list-style-type: none"> chooses and performs required operation(s); may make inferences to identify required operation(s) 			
	<ul style="list-style-type: none"> represents costs and rates using monetary symbols, decimals and percentages 			
	<ul style="list-style-type: none"> makes simple estimates 			
	<ul style="list-style-type: none"> interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
D.1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> follows apparent steps to complete tasks 			
	<ul style="list-style-type: none"> locates specific functions and information 			

