



TRANSITIVITY ANALYSIS OF EMPLOYMENT AGREEMENT

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By

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This journal has been approved by the Advisor, English Study Program, Faculty of Humanities, Dian Nuswantoro University on 29 February 2016.

Advisor,

A handwritten signature in blue ink, appearing to read 'Sunardi', is positioned above the printed name.

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ABSTRACT

This thesis entitled Transitivity Analysis of Employment Agreement, has three objectives. First is to find out the generic structures of Employment Agreement under study. Second is to find out kinds of transitivity in Employment Agreement. Third is to find out fields of discourse in every stage of Employment Agreement.

This researcher uses documentation method to collect the data and descriptive qualitative method in analyzing the data. The researcher tries to analyze and describe the process type, related participants, circumstances type and field of discourse of Employment Agreement.

There are 133 clauses in the data. The clauses consist of three processes: material process, mental process and relational process. The dominant one is material process with frequency number 98 (73,7%). Relational process is about 26 (19,5%). Mental process occurs 9 times (6,8%). There are 204 participants found in the data. The highest percentage is goal which occurs 80 times (37,3%). The circumstance found in the data about 96. Those are circumstances of time, place, manner, cause, and role. The dominant one is circumstance of manner.

The field of discourse is explained in every stage. The field of discourse is realized through experiential domain, short-term goal and long term goal. The conclusion of whole field of discourse, the experiential domain can be drawn that the company fully inform all about the role, right and obligations in every stage. The short term goal is the employee as the second party has to understand enough all articles in every stage of term of employment agreement. Those can be used as the consideration before agreeing the contract. The long term goal is all about the legal article in the contract made for saving both parties from any later problems.

Keywords: *Employment Agreement, Transitivity, Field of Discourse.*

INTRODUCTION

Language is one important system or main tool of communication that people use for transferring their idea, feeling, or messages one to another. Without language, it is hard for people to cooperate and interact with others. All human activities depend on language. They could get along with one another by language. Language is classified into two ways, spoken language and written language. Gerot and Wignell (1994:161) state that “spoken and written languages are both complex, but in

different ways. Spoken language uses speech organ to produce speech sounds. Frequently people use spoken language more than written one because people almost do conversation during the day. Meanwhile written language uses words and sentences to convey the message. Usually it is used for indirect communication. The use of written language in some aspect of work can be shown in the writing of newspaper, article, news item, business agreement, magazine, etc.

There are many languages spreading through the world. One of them is English Language. English language is an international language that connects people in most every part of world. Each of language has its own structure. Study about English language structure is called by Grammar. According to Gerot and Wignell (1994:2) Grammar is theory of language, of how language is put together and how it work. More particularly, it is study of wordings. The wording in turn, is realized or expressed through sound or letters.

Study about grammar helps human for understanding how texts work construct some meaning. Grammars attempt to describe language in actual use and focus on text and context (Gerot and Wignell, 1994:6). The detail explanations about the functional grammar, Systemic Functional Linguistic Study help for understanding it and explain the connections between text and context meaning.

The Systemic functional linguistics analysis popularly has been developed by Halliday. According to Halliday (1985: xiii) the fundamental components of meaning in language are functional components. All languages are organized around three kinds of meaning: interpersonal meaning, experiential meaning, and textual meaning. Those three kinds of meanings are called by three metafunctions. Gerot and Wignell (1994:12-14) state that Ideational meaning is meaning about phenomena, about things (living and non-living), abstract and concrete, about goings on what the things are do. Interpersonal meaning is meaning which express a speaker's attitude and judgments. Textual meaning expresses the relation of language including both the verbal environment, what has been said or written.

Along with the frequent use of written language in daily life, the user especially the reader should know the topic of the text. To understand about what is going on in some text (field), analyzing the ideational meaning is needed. This meaning is realized through the participants, process and circumstance in clause of text. It is called as transitivity system. Halliday identified seven different process types in transitivity such as material, behavioural, mental, verbal, relational, existential, and meteorological (Gerot and Wignell, 1994:54). Someone can explain the field of condition of text by examining the transitivity system.

Relating to the use of text, there are some important texts that the field must be known. One of them is terms of business agreement or employment agreement text. According to laMance (2015) business agreement is any contract that is formed between two or more business organization. It covers nearly every aspect of business practice, from trade to employment, hiring, partnership, confidentiality and

acquisition. Basically everyone needs works. So, they must understand enough about the employment agreement or business agreement to make no suffering between the two of parties. Some components of agreement, laws, rights and obligations are written down in. So, deep understanding about what is going on in terms of employment agreement is such important one to know before signing or agreeing the employment agreement.

A related study was conducted by Yudhistira (2012) entitled the genre of legal contract. He analyzed the social function, schematic structure, and linguistics features of Legal contract at PT. Norwest Semarang and PT. Brothersindo utama. In that legal contract, he found that the social function is to inform and to describe employment agreement of machines maintenance between two parties. The schematic structures are title, contract comparison, recitals, content (force majeure), content, closing, timeline, signatures. The linguistic features are material process, mental process, verbal process, relational process, simple present tense, present continuous tense, simple future tense, simple past tense, present perfect, future continuous tense and conjunction. To further that study, the transitivity analysis was extracted and detailed. The data of this study will perfect the data of previous study which is too simple and incomplete. The complete data will make this research valuable.

In this research, the researcher aims at analyzing Transitivity systems that are realized in Terms of Employment Agreement. The following tables show the example of transitivity analysis in some clauses of Terms of Employment Agreement under the study:

a. Relational Process

Service Charge	Is	a not part of salary.
Carrier	Attributive : intensive	Attribute

b. Material Process

Service charge	will be distributed	50%	after 3 (three) months evaluation	and based on the hotel's revenue.
Goal	Material	Circ : manner	Circ : time	Circ : manner

This research was supposed to help the reader about knowing all stages that must be understood carefully in Terms of Employment Agreement. With analyzing transitivity system, the researcher could help giving more explanation about lexicogrammatical features realizing the field of the stages. So that, it will make the reader fully understand about all aspects in Employment Agreement. In addition, the research also can be useful for those who want to make the new employment agreement as the manual directive.

RESEARCH METHOD

Data and Subject

The data of this research were written one. The data were clauses of Terms of Employment Agreement at “G” Hotel Semarang, Central Java, Indonesia which is well known as one of five-star rated hotel Semarang. The data were taken from the documentation of one of the employee of “G” Hotel Semarang in August 2015. The data were still valid until now. For the company and the employee name are kept confidentially as company’s privacy.

Unit of Analysis

The unit of analysis of this research is every clause in Terms of Employment Agreement. The researcher focuses on analyzing the system of transitivity realizing the fields of discourse that are realized in the text. The data are analyzed based on the theory of Gerot and Wignell (1994) and Butt et al (1995).

Techniques of Data Collection and Analysis

The data were collected by searching for some business documents by asking some employee in different companies. After getting documents from some different companies, the researcher chooses Terms of Employment Agreement of “G” hotel Semarang as the complete data analysis

The data were analyzed by some steps. First, Reading the text. Second, identifying the generic structures in the employment Agreement. Third, segmenting the text into clauses in every stage. Example:

Clause Boundaries:

- a. The employee is required to work 40 (forty) hours per working week.
- b. The employee is entitled 1 (one) day off per working week.
- c. Both parties fully agree
- d. That the hotel reserves the sole right
- e. To schedule the employee’s working hours, shift, day off, in accordance with the operational needs of the hotel.

Fourth, identifying the transitivity system.

Example:

- a. The employee is required to work 40 (forty) hours per working week.

The employee	is required to work	40 (forty) hours per working week.
Actor	Material	Circ : time

b. The employee is entitled 1 (one) day off per working week.

The employee	is entitled	1 (one) day off	per working week
Actor	Material	Goal	Circ : time

Fifth, classifying the process type. According to example above, classification of process type can be seen as below:

No	Processes	Total
1	Material	3
2	Mental	1
3	Behavioural	-
4	Verbal	-
5	Relational	1
6	Existential	-
7	Meteorological	-

Sixth, concluding the field of discourse of the text. Seventh, the researcher interprets the data analysis. The result of the analysis is interpreted. The analysis of generic structures, process type, related participants, circumstances realizing the field in every stage of Term of Employment Agreement at “G” hotel Semarang, Central of Java Indonesia is explained and described. The last is concluding. The researcher gives summary of the result of the data analysis which those are the answer of the statements of the problem analysis.

FINDING AND DISCUSSION

Finding

Generic Structures

This section the researcher will describe about the generic structures that were found in the data completed with the function. The researcher found sixteen stages as the generic structures of the data.

The generic structures in the Term of Employment Agreement are title^ parties^ length of agreement^ salary and benefits^ working hours and annual leave^ uniform^ medical insurances and examination^ social insurance^ authority of the company^ the right of the company^ violation of rules and regulations and company policy^ training^ end of contract^ acceptance^ date of agreement^ signature^.

The function of the generic structures above can be seen as below:

1. Title

The function: To inform any kind of contract that will be held between the two parties.

2. Parties

The function: To explain the identity of the two parties and their readiness for the agreement as the company and the employee.

3. Length of Agreement

The function: To inform the employee's position, the contract duration and also some stipulation of the company.

4. Salary and Benefits

The functions:

- a. To provide detail information of the employee's total salary, taxes and deduction of some cases.
- b. To mention some benefits those are provided for the employee (second party).
- c. To describe any extra salary according to the company wisdom.

5. Working Hours and Annual Leave

The function: To explain the employee's work hours, the annual leave and overtime work which prevailing with the company needs, Labour laws and Government regulations.

6. Uniform

The function: To ensure the standard uniform of the company.

7. Medical Insurance and Examination

The function: Explanation of the medical insurance and examination that are provided by the company.

8. Social Insurance

The function: To inform the certain social insurance provided for the employee and its detail contribution.

9. Authority of the Company

The function: To explain some company authorities to the employee. Unless, it covers locker search, Medical/ Drugs test, and other compensation for some cases.

10. The Rights of the Company

The function: To mention some company rights to act of the troubled employee according to the company rule, regulation, policies and procedure.

11. Violation of Rules and Regulations and Company policy

The function: Provide detail explanation of company rules, regulations and policies which are applied for the employee.

12. Training

The function: Explanation of some rules for taking training for the employee.

13. End of Contract

The functions:

- a. To describe the way how to resign or extend the agreement.
- b. Certainty of some company rights to terminate the agreement for some grave offenses and criminal offenses of the employee.

14. Acceptance

The function: Ensure that the two parties agree and understood enough about the agreement

15. Date of Agreement

The function: To inform the date of the agreement is made.

16. Signature

The function: To reaffirm that the two parties are agreed with the agreement by giving their signature.

Transitivity System

Processes Type and Related Participants

The processes types that were found in the data is classified into some processes. The material processes were found 98 times. The mental processes were found 9 times. The relational processes were about 26 times. There is no verbal process, behavioural process, existential process and meteorological process. Based on the processes type that were found above, the dominant one is material processes (98 times). Meanwhile, the little one is mental process (9 times).

The classification of those processes and related participants can be seen as below:

Table 4.1. The Finding of Processes Type and Related Participants Analysis

N O	PROCESSES AND PARTICIPANTS	STAGES																Participant s		Processes	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Σ	%	Σ	%
1	Material	-	4	6	11	12	1	4	3	9	7	6	3	22	8	-	2			98	73,7%
	a. Actor	-	4	5	6	7	1	3	3	8	1	4	2	9	5	-	2	60	28%		
	b. Goal	-	3	5	10	10	1	4	3	8	6	3	2	20	5	-	-	80	37,3%		
	c. Recipient	-	-	1	3	-	1	1	-	-	-	1	-	3	-	-	-	10	4,7%		
2	Mental Cognitive	-	-	-	-	3	-	-	-	1	-	1	1	-	3	-	-			9	6,8%
	a. Senser	-	-	-	-	3	-	-	-	1	-	1	1	-	1	-	-	7	3,3%		
	b. Phenomenon	-	-	-	-	2	-	-	-	-	-	1	-	-	2	-	-	5	2,3%		
3	Relational	-		1	3	2	-			-		-	2	2	-	-	-			26	19,5%
	Attributive																				
	Identifying		2			3			1		3			7							
	a. Carrier	-	-	1	3	2	-	-	-	-	-	-	2	2	-	-	-	10	4,7%		
	b. Attribute	-	-	1	3	2	-	-	-	-	-	-	2	2	-	-	-	10	4,7%		
c. Token	-	2	-	-	3	-	-	1	-	3	-	-	7	-	-	-	16	7,5%			
d. Value	-	2	-	-	3	-	-	1	-	3	-	-	7	-	-	-	16	7,5%			
		TOTAL																214	100%	133	100%

Circumstances Type

Circumstances were found in the clause are about 96 times. Those all classified into 9 circumstances of place, 25 circumstances of time, 45 circumstances of manner, 16 circumstances of cause and 1 circumstances of role. The result of the circumstances analysis in every stage can be seen as below:

Table 4.2. Related Circumstances

No	Circumstances type	STAGES																Σ	%
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1	Circ of Place	-	1	1	1	-	-	1	-	-	2	-	-	1	1	-	-	9	9,4%
2	Circ of Time	-	1	2	4	5	-	1	-	2	1	1	-	8	-	-	-	25	26%
3	Circ of Manner	-	1	1	10	8	-	1	-	7	2	2	-	7	6	-	-	45	46,9%
4	Circ of Cause	-	-	1	2	1	-	-	1	5	2	2	-	2	-	-	-	16	16,7%
5	Circ of Role	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1%
TOTAL			3	6	18	14	0	3	1	14	7	5	0	18	7	0	0	96	100%

Discussion

Discussion of Processes Type, Related Participants and Field of Discourse

In this session the researcher gives the discussion about the process type, related participants and circumstances in every stage of term of employment agreement realizing the field of discourse. The field of discourse is explained in every stage. The explanation of sixteen stages could be seen as below:

Title

In this stage, there is no clause. The title is only in form of nominal group. So, there will be no explanation about the transitivity system in this stage because the transitivity system is analyzed through clause. The example of title can be exemplified as below:

a. *Employment agreement of pre-determined duration*

The nominal group above consists of three functional components. They are classifier, thing and qualifier. The analysis of nominal group can be explained as below:

Employment	agreement	of pre-determined duration
Classifier	Thing	Qualifier

“*Employment*” functions as classifier. “*Agreement*” is categorized as thing. “*of pre-determined duration*” is categorized as Qualifier.

Parties

Based on the table above, in the second stage (Parties), there are 4 material processes and 2 relational processes. There is no behavioural process, mental process, verbal process, existential process and meteorological process.

Material Process and Related participants

There are four material processes that were found in the second stage. The explanation and description the two of them can be seen as follows and the other can be seen in the appendix.

- a. *This employment agreement is made on Monday, 16 July 2014 between the General manager (and the employee)* (1st clause of second stages)

This employment agreement	is made	on Monday, 16 July 2014	between the General manager (and the employee)
Goal	Material	Circ : time	Actor

“*This employment agreement*” functions as Goal, as a result from process doing (participant 1). “*Is made*” is an action or a process of doing in passive form, so that it is classified as material. “*On Monday, 16 July 2014*” functions as circumstance of time because it explains when the employment agreement is made. “*Between the General Manager (and the employee)*” is the actor (participant 2). The word *the employee* is the hidden actor that is mentioned in the next clause.

Experiential domain of Second Stage (Parties)

Based on the analysis, this stage mainly uses material process such as *made, representing, domiciled, and acting*. The participants are *the hotel* and *the employee, etc.* The circumstances are *Semarang, Monday, etc.* Almost the whole clauses, the experiential domain of this stage can be drawn that both parties have to give the detail identity.

Length of Agreement

In this stage, there are 6 (six) of material process and one relational process. There is no behavioural process, mental process, verbal process, existential process and meteorological process.

Material Process and Related Participants

The description of material process in third stage can be seen as follows:

- a. *The hotel agrees to employ the employee* (1st clause of third stage)

The hotel	agrees to employ	the employee
Actor	Material	Goal

This clause has two participants. First, “*the hotel*” is an actor or the doer (participant). Second, “*the employee*” functions as Goal. It is the result of the action of the actor. “*Agrees to employ*” is the action from the actor. Even though “*agrees*” is mental process but it is followed by verb “*to employ*” which it has

meaning as process of doing. So that “Agrees to employ” is classified as material process.

Experiential domain of Third Stage (Length of Agreement)

Appropriate with the transitivity analysis, this stage mainly uses material process such as *agrees to employ, agrees to take, may terminate, specified, obligated to pay, and agrees not to take*. The participants are *the employee, the hotel, this agreement, any financial compensation, etc*. The circumstances are *under article 10, before the ending date, etc*. Almost the whole clauses, the experiential domain is the hotels give the information of the employee’s position, the duration of the contract and the rules to end the contract.

Salary and Benefits

In accordance with the table above, in the fourth stage consist of 14 clauses. Those are classified into 11 material processes as the domain process and 3 relational processes. There is no behavioural process, mental process, verbal process, existential process and meteorological process.

Relational process and Related Participants

The relational process in this stage appears 3 times. It is described as below:

- a. *Service Charge is a not part of salary*. (1st clause of Article 4.3.1)

Service Charge	Is	a not part of salary
Carrier	Attributive : intensive	Attribute

“*Service Charge*” takes a function as carrier (participant 1). “*Is*” is a process that assign quality, so it called as attributive intensive. “*A not part of salary*” is the attribute (participant 2).

Experiential Domain of Fourth Stage (Salary and Benefits)

Based on the analysis, this stage mainly uses material process such as *will pay, will deduct, must be obtained, will provide, employed, etc*. The participants are *the hotel, the employee, Income tax and other applicable tax, taxes, etc*. The circumstances are *at hospital/ clinic, after 3 months, one full year, etc*. Almost the whole clauses, the experiential domain is about the hotel gives information of the maintained total salary and the deduction, taxes and benefits for the employee.

Working Hours and Annual Leave

In the Fifth stage, the appearance of material processes are about 12 times, the mental processes are about 3 times and the relational processes are 5 times. There is no behavioural process, verbal process, existential process and meteorological process.

Mental Process and Related Participants

The mental process of this stage can be seen in the description below:

- a. *The employee agrees that refusal of a request for overtime by the hotel constitutes a violation of the rules and the regulations of the hotel. (3rd clause of article 5.3)*

The employee	Agrees	that refusal of a request for overtime by the hotel constitutes a violation of the rules and the regulations of the hotel
Senser	Mental : Cognition	Phenomenon

This clause is classified as mental process because the word “*agrees*” is a process of thinking. “*The employee*” is the senser. “*That refusal of a request for overtime by the hotel constitutes a violation of the rules and the regulations of the hotel*” is the phenomenon of the process (participant).

Experiential Domain of Fifth Stage (Working Hours and Annual Leave)

Appropriate with the interpretation above, this stage mainly uses material process such as *required to work, to schedule, may be taken, will accept to work, will lead, etc.* The participants are *the employee, the hotel, 1 one day off, the employee work hours, etc.* The circumstances are *40 hours per working week, per 12 month, whenever requested, etc.* Almost the whole clauses, the experiential domain is about the hotel gives the provisions of the employee work hours, overtime, and the annual leave.

Uniform

Based on the table findings, in the sixth stage (Parties), there is only one clause which it is classified as material process. There is no mental process, behavioural process, verbal process, relational process, existential process and meteorological process.

Material Process and Related Participants

The material process is the only one process found in this stage. The description can be seen as follows:

- a. *The hotel will provide the employee with a standard issue of uniform, hotel or individual departmental standards (1st clause of 6th stage)*

The hotel	will provide	the employee	with a standard issue of uniform, hotel or individual departmental standards.
Actor	Material	Client	Goal

The clause has three participants. Those are “The hotel” as the doer of process, “The employee” as the recipient and “with a standard issue of uniform, hotel or

individual departmental standards” as the goal of the action. The material process is “will provide”. It is process having an action.

Experiential Domain of Sixth Stage (Uniform)

In accordance with the interpretation above, this stage only use one of material process. That is *will provide*. The participants are *the employee, the hotel, a standard uniform*. There is no circumstance in this clause. From the whole clauses, the experiential domain is about the hotel provides the standard uniform of the company.

Medical Insurance and Examination

Compatible with the findings of the analysis as described in table 4.1, this stage consists of 4 material processes. Some of them are explained as below:

Material Process and Related Participants.

- a. *This examination must include blood and drugs tests. (2nd clause of Article 7.2)*

This examination	must include	blood and drugs tests.
Actor	Material	Goal

This clause is classified as material process because the word “*must include*” is verb of doing. “*This examination*” functions as actor (participant 1). “*Blood and drugs tests*” is the goal (participant 2).

Experiential Domain of Seventh Stage (Medical Insurance and Examination)

Based on the analysis, this stage mainly uses material process such as *must include, agrees to undergo, is allowed to change. The participants are the employee and her/his family, the examination*. The circumstances in this stage are *hospital, anytime, etc*. From the whole clauses, the experiential domain can be drawn that the hotel provides the medical insurance and health examination for the employee.

Social Insurance (JAMSOSTEK)

Based on the table findings, in this stage were found 3 material processes and only one relational process. The dominant one is material process. There is no mental process, behavioural process, verbal process, existential process and meteorological process.

Relational Process and Related Participants

The appearance of relational process is only one time. It is attributive process. The description of it can be seen as below:

- a. *The breakdown contribution of JAMSOSTEK employment is as follows ((Contribution of the Hotel (5,70%), Contribution of the employee (2%)). (4th clause of 8th stage)*

The breakdown	Is	as follows ((Contribution of the
---------------	----	----------------------------------

contribution of JAMSOSTEK employment		Hotel (5,70%), Contribution of the employee (2%)
Carrier	Attributive : Intensive	Attribute

“The breakdown contribution of JAMSOSTEK employment” takes a function as carrier. “Is” is a process of attributive intensive. “As follows ((Contribution of the Hotel (5,70%), Contribution of the employee (2%))” is the attribute.

Experiential Domain of Eighth Stage (Social Insurance (JAMSOSTEK))

According to the finding of transitivity analysis, this stage mainly uses material process such as *covers, will be covered, etc.* The participants are JAMSOSTEK, *the calculation premium, the breakdown contribution, accident insurance, demise, pension plan, some contributions.* The circumstance is *in accordance with government regulation.* From the whole clauses, the experiential domain is the company provides the social insurance suitable with the government regulations.

Authority of The Company

In accordance with the table findings above, this stage has 9 material processes and one mental process. There is no behavioural process, verbal process, relational process, existential process and meteorological process. The description of some of them can be seen as below:

Material Process and Related Participants

- a. *The employee expressly authorizes the hotel to conduct at it’s discretion and convenience.* (1st clause of article 9.1)

The employee	expressly	authorizes	the hotel	to conduct	at it’s discretion and convenience
Initiator	Circ : manner	Material	Actor	Material	Goal

This clause has three participants. Those are “*the hotel*” as the actor of the second material process, “*The employee*” as the initiator (who supports the actor to do the second process), “*at it’s discretion and convenience*” as the goal of the action or the process. On the other hand, this clause also has two material processes. The first is the word “*authorizes*” as first material process which has meaning giving some rights for the actor to do the action. The second is “*to conduct*” as the action of the actor.

Experiential Domain of Ninth Stage (Authority of the Company)

Based on the analysis of transitivity, this stage mainly uses material process such as *authorizes, searches, agrees to cooperate, releases, agrees to undergo, will take, done, to deduct*. The participants are *the hotel, the employee, its discretion and convenience, the hotel’s security department, etc*. The circumstances are *whenever requested, expressly, fully, in accordance with prevailing government regulations, etc*. From the whole clauses, the experiential domain can be assumed that the company explains the authority of the company on some personal privation of the employee.

The Right of The Company

Appropriate with the table 4.1, this stage contents of 7 material processes and 3 relational processes. The relational processes are identifying processes. The example of the analysis can be seen as below:

Material Process and Related Participants

- a. *And perform the same tasks.*(Third clause of Article 10.2)

and	(the employee)	Perform	the same tasks
	Actor	Material	Goal

“*And*” there is no referential in transitivity analysis. “*(The employee)*” is the hidden actor because it is not mentioned in this clause but it was already mentioned in the previous clause. “*Perform*” is the action or process of doing. “*The same tasks*” is the goal of the action.

Experiential Domain of Tenth Stage (The Right of the Company)

Based on the analysis, this stage mainly uses material process such as *to assign, required to follow, perform, re-assign, and transfer*. The participants are *the employee, the same task*. The circumstances are *any section or department, anytime, according to the operational needs of the hotel, etc*. From the whole clauses, the experiential domain is the company gives the explanation of the company right for managing the employee section.

Violation of Rules and Regulations and Company Policy

Compatible with the findings of the analysis as described in table 4.1, the processes that were found are 6 of material processes, one of mental process.

Material Process and Related Participants

- a. *In case the employee violates any of the above, the employee agrees to accept all consequences, in accordance with the hotel’s rules and regulations, as well as the hotel’s policies and procedures.* (Fifth clause of Stage 11)

In case the employee violates any of the	the employee	agrees to accept	all consequences	in accordance with the hotel’s rules and regulations, as well as the hotel’s policies and
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above				procedures.
Circ : cause	Actor	Material	Goal	Circ : manner

“*In case the employee violates any of the above*” is categorized as circumstance of cause. “*The employee*” is the actor. “*agrees to accept*” is material process or process of doing. “*All consequences*” is the goal of the action. “*In accordance with the hotel’s rules and regulations, as well as the hotel’s policies and procedures*” is classified as circumstance of manner because it tells how.

Experiential Domain of Eleventh Stage (Violation of Rules and Regulations and Hotel policy)

Based on the analysis, this stage mainly uses material process such as *states, have been issued, may be issued, agrees to accept, will be executed*. The participants are *the employee, the hotel, all sequences*. The circumstances are *in accordance with the hotel’s rules, in case the employee violates any of the above, as well as government regulations*. From the whole clauses, the experiential domain of this stage can be assumed that the hotel explains about the regulations that must be obeyed by employees.

Training

As the findings of the analysis, this twelfth stage contains six clauses which classified into 3 material processes, one of mental process and two relational processes. Some description of the analysis above can be seen as below:

Material Process and Related Participants

a. *Scheduled by the hotel*. (Third clause of Stage 12)

Scheduled	by the hotel
Material	Actor

This clause consists of one participant. “*The hotel*” becomes the actor or the doer of the action (participant 1). “*Scheduled*” is the material process or process of doing in passive form.

Experiential Domain of Twelfth Stage (Training)

Based on the analysis of transitivity, this stage mainly uses material process such as *required to follow, scheduled, will lead*. The participants are *the hotel, the employee, all training sessions, disciplinary action*. This stage has no circumstance. From the whole clauses, the experiential domain is the hotel obligates for the employee to follow the scheduled training.

End of Contract

According to the table findings of analysis, this stage has the greatest number of clauses and the appearance of material process. The material processes are found 22 times. Meanwhile, the relational processes were found about 9 times.

Material Process and Related Participants

The material processes in this stage were found 22 times. The one of them can be explained as below:

- a. *In case the hotel decides to extend this agreement.* (2nd clause of Article 13.1)

In case	the hotel	decides to extend	this agreement
	Actor	Material	Goal

“*In case*” has no referential in transitivity analysis. “*The hotel*” is the actor or the doer of the action (participant). “*Decides to extend*” is an action or process of doing. “*This agreement*” is the goal of the action (participant).

Experiential Domain of thirteenth Stage (End of Contract)

Based on the analysis, this stage mainly uses material process such as *decides to extend, will be given, to terminate, commits, defined, will receive, has been found cheating, providing, has been involved, etc.* The participants are *the hotel, the employee this agreement, a written notice, a grave offence, salary and benefits, financial compensation, any felony etc.* The circumstances are *in the hotel rules and obligations, for period of one year, by giving written notice, instantly, etc.* From the whole clauses, the experiential domain of this stage can be drawn that the hotel gives explanation about the extension and termination the contract. \

Acceptance

This stage has 8 material process and 3 mental cognition processes. This stage has no behavioural process, verbal process, relational process, existential process and meteorological process. Some description of the analysis can be exemplified as below:

Material Process and Related Participants

- a. *In case the employee decides to resign* (1st clause of Stage 14)

In case	the employee	decides to resign
	Actor	Material

This clause only has one participant that is “*the employee*” as the actor of the process. “*Decides to resign*” is the process of doing. “*In case*” has no referential in transitivity analysis.

Experiential Domain of fourteenth Stage (Acceptance)

Based on the analysis, this stage mainly uses material process such as *decides to resign, terminate, will not be given, reading, stipulated, is made, and witnessed.* The participants are *the employee, the hotel, the head of department, this agreement,*

the salary, benefits, and reference, obligations, both parties. The circumstances are in this employment agreement, on legal, by giving written notice, consequently, etc. From the whole clauses, the experiential domain is the hotel explains the rules about terminating and accepting the contract.

Date of Agreement

This stage is written only in form of word. There is no clause in this stage. So that it cannot be analyzed by transitivity system. The example of this stage can be seen as below:

Day : Monday Date : 16 June 2014

Signature

This stage consists of two material processes. There are no others processes that were found in this stage. Both of the analysis can be seen as below:

Material Process and Related Participants

a. *Accepted by* (1st clause of last stage)

Accepted	by the second party (the employee)
Material	Actor

This clause has only one participant that is “the employee” as the actor. “Accepted” is the material process because it is included as process of doing.

Experiential Domain of Sixteenth Stage (Signature)

Based on the analysis, this stage uses material process such as *accepted, witnessed*. The participants are *the employee, financial controller, human resources development manager*. This stage has no circumstance. From the whole clauses, the experiential domain of this stage can be assumed that the signature of both parties and witnesses is needed.

Discussion of Circumstances Type

In this session, the researcher gives the discussion about the circumstances types.

Circumstances of Place

- a. Domiciled **in Semarang, Central Java, Indonesia** (3rd clause of 2nd stage)
- b. As specified **under article 10 (ten)** to the other party. (5th clause of 3rd stage)

Circumstances of Time

- a. This employment agreement is made **on Monday, 16 July 2014** between the General manager, (1st clause of 2nd stage)
- b. If employed by the hotel **for less than 1 (one) year**. (3rd clause of Article 4.3)

Circumstances of Manner

- a. Both parties **fully** agree (3rd clause of Article 5.1)
- b. To **instantly** terminate the employee (2nd clause of Article 13.3)
- c. Service Charge will be distributed 50% after 3 (three) months evaluation and **based on the hotel’s revenue.** (3rd clause of Article 4.3)

Circumstances of Cause

- a. Neither party is obligated to pay any financial compensation **for terminating this agreement.** (6th clause of 3rd stage)
- b. **As per government tax regulation,** the hotel will automatically deduct these taxes from the salary of the employee (5th clause of Article 4.1)

Circumstances of role

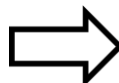
- a. While the employee agrees to take employment with the hotel **as (position,** department, level, place of assignment, starting date, ending date). (2nd clause of 3rd stage)

Field of Discourse

The field of discourse is realized through experiential domain, short-term goal and long term goal.

The interpretation of field of discourse can be illustrated as below:

Experiential meanings		FIELD OF DISCOURSE	Commentary
<p>Process types: <i>mainly material-made, domiciled, acting, agrees to employ, may terminate, agrees to take, obligated to pay, will pay, will deduct, will provide, employed, required to work, will lead, must include, agrees to under go, will be covered, authorizes, releases, searches, to assign, required to follow, perform, re-assign, terminate, etc.</i></p>	<p>As a result of the analysis and knowledge of context of culture, the researcher can write up our description</p>	<p>Experiential domain: the company fully inform all about the rule, right and obligations in the contract</p>	<p>This discussion omits that the employee should understand all about the rule, right and obligations which has written down in the contact.</p>



<p>Participants – Actor: <i>the general manager, the hotel, management hotel, the employee, etc.</i> Goal: <i>the employee. The hotel, the agreement, any financial, taxes, service charge, over time, the employee work hours, standard uniform, the hotel security department, the financial controller, etc.</i></p> <p>Circumstances – Place: <i>Semarang, Hospital/clinic appointed, etc.</i> Time: <i>Monday, Anytime, 40 hours, per 12 month, etc.</i> Manner : <i>monthly, automatically, fully, as per the hotel's policies and procedure, etc.</i> Cause: <i>in accordance with government regulations, etc.</i></p> <p>Time and modality: past tense and simple present tense</p>	<p>Short-term goal: The employee as the second party has to understand enough all articles in every stage of term of employment agreement.</p> <p>Long-term goal: All about the legal article in the contract is made for saving both parties from any later problems.</p>	
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Figure 4.1. Field of Discourse of the Employment Agreement

Based on the interpretation above, the text mainly uses material process such as *made, domiciled, acting, agrees to employ, may terminate, agrees to take, obligated to pay, will pay, will deduct, will provide, employed, required to work, will lead, must include, agrees to under go, will be covered, authorizes, releases, searches, to assign, required to follow, perform, re-assign, terminate, etc.* The participants are *the general manager, the hotel, management hotel, the employee, the agreement, any financial, taxes, service charge, over time, the employee work hours, standard uniform, the hotel security department, the financial controller, etc.* The circumstances are *Semarang, Hospital/clinic appointed, Monday, Anytime, 40 hours, per 12 month, monthly, automatically, fully, as per the hotel's policies and procedure, in accordance with government regulations, etc.* From the whole clauses, the experiential domain can be drawn that the company fully inform all about the rule, right and obligations in every stage. The short term goal is the employee as the

second party has to understand enough all articles in every stage of term of employment agreement. Those can be use as the consideration before agreeing the contract. The long term goal is all about the legal article in the contract is made for saving both parties from any later problems.

CONCLUSION

After analyzing the data in chapter IV, the researcher concludes that:

1. There are 133 clauses in Term of Employment Agreement of “G” hotel Semarang, Central of Java, Indonesia. The processes found are material process, mental process and relational process. The dominant one is material process. It occurs about 98 times (73,7%). Afterward followed with relational process. The percentage of relational process is 26 (19,5%). The little one is mental process. It occurs 9 times (6,8%). The percentage above indicates that the term employment agreement is concerned with doing an action.
2. The participants found in the Term of Employment Agreement are actor, goal, recipient, senser, phenomenon, carrier, attributive, token and value. The highest frequent participant is goal. It occurs 80 times (37,3%).
3. The circumstances found in the data are circumstance of time, place, manner, cause and role. The highest percentage of circumstances is circumstance of manner with frequency number 45 (46,9%). The fewest is circumstance of role with appearance 1 time (1%)
4. The field of discourse of the text is described in every stage. The field of discourse is realized through experiential domain, short-term goal and long term goal. The conclusion of whole field of discourse, the experiential domain can be drawn that the company fully inform all about the rule, right and obligations in every stage. The short term goal is the employee as the second party has to understand enough all articles in every stage of term of employment agreement. Those can be use as the consideration before agreeing the contract. The long term goal is all about the legal article in the contract is made for saving both parties from any later problems.

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