

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

16

**Handling Changes
in Job Status**



Chapter Objectives

After studying this chapter, you will be able to

- determine factors to consider when changing from part-time to full-time work.
- identify reasons why workers are fired from their jobs.
- explain what positive action people should take after losing their jobs.
- describe ways to prepare for a promotion.
- list reasons why people change jobs.



Key Terms

- wages
- overtime pay
- salary
- commission
- laid off
- fired
- letter of resignation

Changing from Part-Time to Full-Time Work

- Some students begin working on a part-time basis while still in school.
- Full-time work brings many changes in income, benefits, and lifestyle.





Income

- Income is the money a person receives for doing a job, but there are several forms of income.
- ***Wages*** – The money earned for doing hourly work.
- ***Overtime pay*** – The wages earned (usually one-and-a-half times the regular wage) for working additional hours beyond the normal 40-hour week.

Income

- ***Salary*** – A set amount of money paid to an employee for a full year of work.
- ***Commission*** – A percentage of the money received from a sale.





Income

- A wage is a predictable amount of pay for each hour of work.
- With a salary, the same amount is paid each pay period regardless of extra hours worked.
- A salesperson who sells more will earn a greater commission, so pay can vary widely from one pay period to the next.

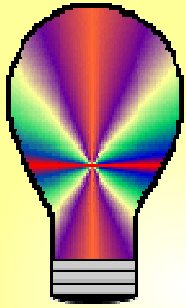


Fringe Benefits

- Fringe benefits are extra financial rewards beyond regular paychecks.
- They vary from company to company.
- Part-time workers receive few, if any, fringe benefits.
- When looking for a full-time job, consider fringe benefits as well as income.

Fringe Benefits

- Examples of fringe benefits are
 - medical insurance
 - dental insurance
 - disability insurance
 - paid holidays
 - paid vacation time
 - sick leave
 - pension plans



Think About It



- ❖ *Many workers go on strike for better fringe benefits.*
- ❖ *How do fringe benefits affect a worker's overall finances?*

Lifestyle

- A full-time job will change your lifestyle because you
 - will have less free time.
 - may feel tired.
 - may need to give up some of your activities.
- Full-time jobs usually involve 8 hours of work daily for 5 days, totaling 40 hours weekly.

Losing a Job

- No one wants to think about losing a job, but it often occurs for two basic reasons:
- ***Laid Off*** – To lose a job because the employer must release the employee for financial reasons.
- ***Fired*** – To lose a job because of unacceptable work or behavior.

Losing a Job

- Workers are laid off because
 - the company is failing and short of money.
 - the company is reorganizing or cutting back production.
- The last person hired is usually the first one to be laid off.
- Being laid off is not the worker's fault.

Losing a Job

- Being fired is the worker's fault.
- Common reasons for being fired are
 - poor performance
 - unsatisfactory work
 - an inability to get along with others



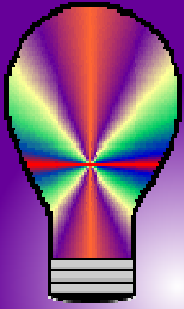


Losing a Job

- Other reasons for being fired include:
 - failing to follow rules, policies, and orders
 - abusing drugs or alcohol
 - being dishonest, rude, or offensive
 - acting carelessly or unsafely
 - making costly mistakes
 - being late or absent frequently
 - failing to get along with others

Take Positive Action

- If you lose your job, try to maintain a positive attitude.
- Examine yourself.
- Decide what kind of work you want to do.
- Do you need more education?
- Correct your faults, learn from the experience, and look for a new job.



Think About It

- ❖ *Will feeling sorry for yourself after losing a job help you find a new one?*
- ❖ *What should a fired person think about?*





Being Promoted

- After fulfilling all your personal goals in your job, you may want new challenges.
- A promotion is a move to a higher position within the company that becomes available by waiting for
 - a new position to be created
 - an existing position that becomes vacant through a retirement, firing, or promotion

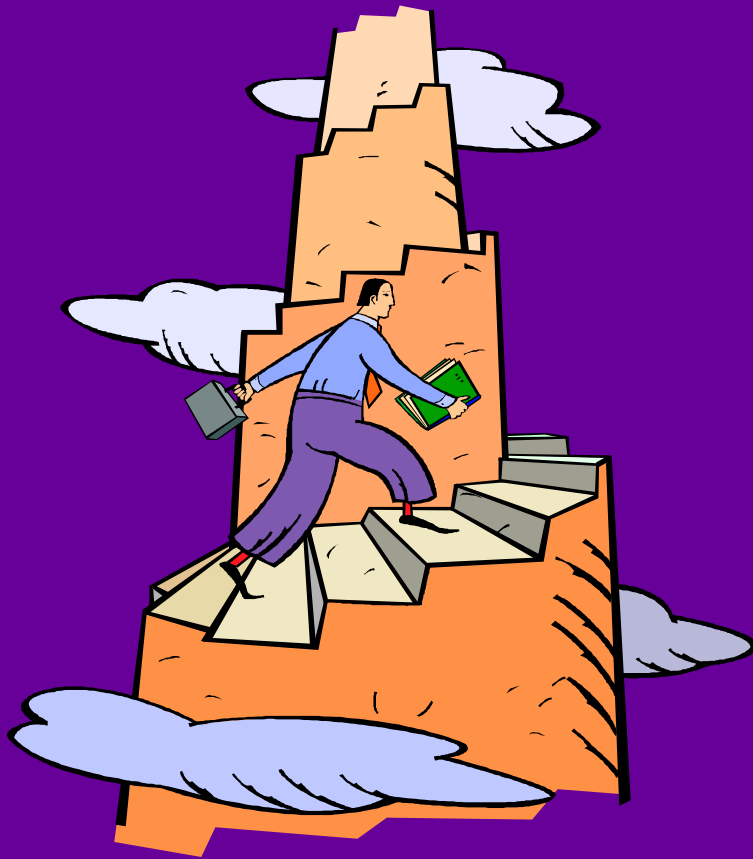


Being Promoted

- Be ready for a promotion by starting to prepare early.
 - Do your job well and get along with others.
 - Maintain a good attendance record.
 - Have a positive attitude about work.
 - Volunteer to do extra work.
 - Look for ways to learn on the job.
 - Express your desire for new challenges.



Did You Know?



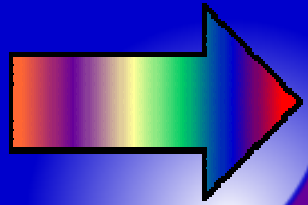
- *The average person changes jobs at least eight to ten times during a career.*

Changing Jobs

- People no longer hold one job for life.
- Reasons for wanting a different job are
 - problems with supervisors or coworkers
 - a health issue requiring a new environment
 - transportation problems
 - a company closing or job elimination
 - desire for better pay, benefits, work hours, work conditions, and/or future opportunities

Changing Jobs

- Before changing jobs, consider these questions:
 - What are my real reasons for leaving this job?
 - Am I getting along with my boss and fellow employees?
 - Have I given myself and the job a chance?



In Your Opinion

- ❖ *Is there anything to gain by rushing into a hasty decision to change jobs?*
- ❖ *Isn't it better to first consider the pros and cons of making a job change?*

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Pros and Cons of Changing Jobs

■ Pros

- better pay
- more benefits
- room for advancement
- new experiences, challenges, and opportunities
- a new beginning

■ Cons

- unfamiliar people and surroundings
- possible loss of several benefits
- need to establish a new routine
- being labeled a *job hopper*



Leaving a Job

- Once you decide to leave, resist the urge to quit immediately.
- Look for a new job while working at your current one.
- Inform your supervisor at least two weeks in advance so your employer can find a replacement.

Leaving a Job

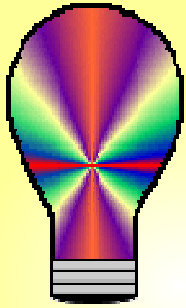


- Try to leave on friendly terms.
- Use a professional manner to tell your supervisor you're leaving and submit a letter of resignation.



Leaving a Job

- ***Letter of resignation*** – A formal letter stating plans to quit from a job.
- The letter should include
 - your last day of work
 - a positive reason for your resignation
 - several nice words about your present employment



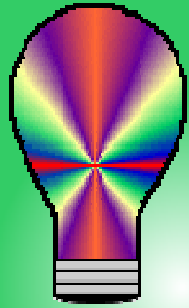
Think About It

- ❖ *Describe adjustments that occur when changing from part-time to full-time work.*
- ❖ *List common reasons for firing workers.*
- ❖ *Describe ways to prepare for a promotion.*
- ❖ *Identify reasons for changing jobs.*
- ❖ *List the information to include in a letter of resignation.*



Chapter 16: In The Know

- Going from part-time to full-time work brings about changes in income, fringe benefits, and lifestyle.
- A fired worker should take positive action to learn from the experience and find a job.
- Workers who want to be promoted should start preparing early.
- Consider the pros and cons of keeping a job before deciding to find a new one.



Chapter 16: Think More About It

- ❖ *Do any of the common reasons for firing workers describe you?*
- ❖ *What action should you take to avoid firing? to be ready for a promotion?*
- ❖ *If you or someone you know is unhappy in a job, what factors do you recommend considering before leaving it?*
- ❖ *What steps will you take to leave a job on good terms?*