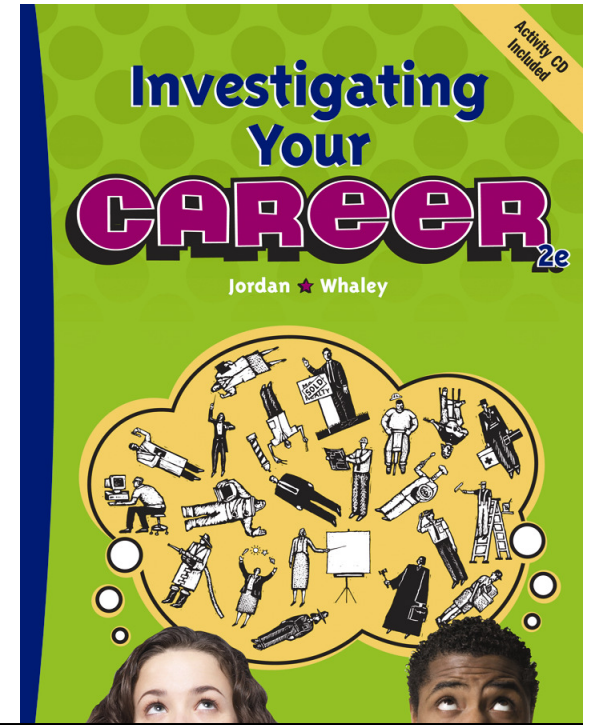


chapter
12

Understanding the Workplace



Investigating Your Career

Ann K. Jordan
Lynne T. Whaley

CHAPTER 12

Understanding the Workplace

Goals

- * Discuss federal, state, and local employment laws.
- * Complete employment forms.
- * Identify withholdings.
- * Describe different types of employment.
- * Explain employer expectations.

Employment Laws

- Federal laws
 - Basic labor standards
 - Workplace health and safety
 - Equal employment opportunity
 - Whistle-blowers
- Labor unions
- State and local employment laws

Basic Labor Standards

- Workers younger than 18 years old
- Wages and hours
- Equal pay

Workplace Health and Safety

- OSHA
- Drug Free Workplace Act
- Family and Medical Leave Act

Employment Forms

- Social Security card
- Employment eligibility verification
- W-4 form

Withholdings

- Federal taxes
 - Income tax
 - Social Security tax
- State and local withholdings

Other Withholdings

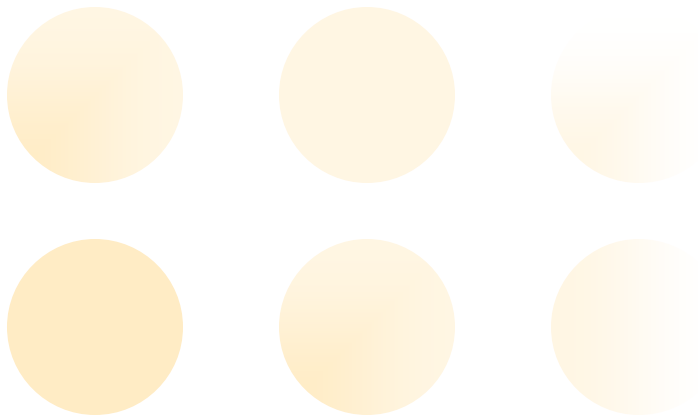
- Fringe benefits
- Work-related deductions
- Garnishments
- Savings

Types of Employment

- Hourly versus salaried employees
- Independent contractors
- Contract workers

Employer Expectations

- Customer service
- Ethical behavior
- Discretion
- Satisfactory job performance
- Courteous resignation



Ethical Behavior

- Your behavior and the decisions you make in the workplace and classroom should be ethical—honest and moral.
- You could lose both your job and your good reputation by being unethical.

Think ETHICS

Examine the facts.

Think about the alternatives.

Hold back if your action could embarrass you or get you into trouble.

Investigate how company policy and the law apply.

Check your conscience.

Seek advice if you are unsure.

Courteous Resignation

- Give at least two weeks' notice.
- Write a letter of resignation and give the letter to your supervisor.
- Continue to do your best work during your last weeks on the job.

Summary

- I can discuss federal, state, and local employment laws.
- I can complete employment forms.
- I can identify withholdings.
- I can describe different types of employment.
- I can explain employer expectations.