

Student name: _____ Date: _____

MODULE 18

Identify proper procedures for job termination.

Objectives:

- A. Describe the five financial obligations you might have that will require a regular paycheck.**
- B. Explain the correct amount of time notice that should be given when leaving a job.**
- C. Explain four reasons for giving notice when leaving a job.**

MODULE 18: INFORMATION SHEET

***TO THE STUDENT:** Read and study the following information and then complete the student activities at the end of this module.*

Closing the door without an open door in sight

"I don't even like this job and I never did. In fact, I've wanted to tell you for a long time that you're an ignorant %#@ JERK! You know what you can do with this job..." With that, Bill stormed out of the supervisor's office, got in his car, peeled out and drove off with a final gesture. He felt great. Finally he had made up for everything he resented about the job week after week.

Bill sure did get the last say... or did he? Bill felt like he had won the battle but in the long run might end up the loser. Why?

Does Bill have another option lined up to supply a weekly paycheck? There are a few things to consider like food, gas, rent, bills... in other words--survival.

When you have been working full time, the rule is to never terminate employment until you have an alternate lined up. Impulse must be controlled and you must not be short-sighted or you will be a big time loser. It's bad enough to put yourself in the predicament, and when you have the additional responsibilities of a family, it is even worse. A

husband, wife, and/or children are depending on you to provide for them. It is your responsibility.

The best rule of thumb for anyone is to NOT TERMINATE ONE JOB BEFORE YOU HAVE ANOTHER! In this day and age, it is not realistic to think that you can easily step into another opportunity.

One more thought--although not everyone would quit in the same manner that Bill did (though many are tempted), no matter how you resign, the vast majority of employers look at references, and studies have shown that employers are not as likely to give decent references if you resign with no warning or excuse of other employment.

As the old saying goes, "Don't count your chickens before they're hatched."

Goals

"I really hate to see you leave our company, Sam," said Mr. Smith. "You've been here three years and have done an outstanding job. You're new company is really lucky to get you."

"Hey, thank, Mr. Smith. I really have enjoyed working for you. The only real reason I'm leaving is because my new job will help me reach my goal of being a union carpenter."

A+ for Sam. One of the best reasons for terminating a job is because you have found a better one. This is something that every employer must accept and respect and can't give you a problem or a future bad reference for. The new job can be better because of pay, working conditions, hours, benefits, location, opportunity for advancement, on-site additional training or education, etc. No one can dispute the fact that everyone wants to better him or herself--that's human nature. An employer will respect and admire you when an honest reason is given for job termination. You never can tell when you might need a reference or even another job at your previous place so another old saying... "don't burn your bridges."

The Nitty Gritty - How to properly terminate employment

"Meghan, where are you?" Stacey yelled as she flopped down on the couch in their efficiency apartment. "I have the greatest news--I got the job at Hair Aware!" She was thrilled. After two years of working in the Salon at the Golden Age Retirement Home, she had been actively seeking a job that would give her a chance to use her creative talent

more, and the variety at the trendy hair salon at the new mall was going to be great!

Meghan came in the room and excitedly exclaimed, "ALL RIGHT!" She knew her roommate had been counting on this job. "Let's go out tonight and celebrate, or do you have to be there early tomorrow?"

"Just let me change," said Stacey. "And no, I don't have to be at the Golden Age until ten as usual. "I can't start at Hair Aware for two weeks; I just gave my notice today."

"Are you crazy? Two weeks?!? There won't be a job in two weeks. Someone else will get it. Forget the old folks and move on and get real!"

Meghan is wrong! The responsible, proper, and correct thing to do is always give your employer as much termination notice as possible. Two weeks should be the minimum notice if you are paid by the hour, and a month's notice is acceptable if you receive a salary. (Salaried jobs are normally jobs that carry more responsibility such as supervisor, manager, or foreman, or a salaried job may have involved signing a work contract in the first place that states terms of leaving.)

There are simple steps to follow when terminating your employment. A notice must be given and you have two choices--verbal or written.

A verbal notice is usually the method used for employees who are paid an hourly wage. Ask if you may talk to your supervisor or boss for a few minutes when he or she is available. Make eye contact and state simply and clearly your intentions. And don't just blurt out, "I'm quitting!" Much more appreciated and to your benefit is to say something like, "Mr. Stapinsky, I've come to tell you that I will be leaving my job in two weeks. I have accepted a new job somewhere else." It certainly does not hurt to sugar coat a little by starting out with, "I've really enjoyed working for you but..."

A written notice is usually the mode for salaried employees or employees that carry greater responsibilities. This is a simple letter to your supervisor that states just about what your verbal notice would. Again, it does not hurt to thank your employer for the position that you have held. You have nothing to lose by adding the kind comments, but you have everything to gain.

Whether you give verbal or written notice, you should be sure to mention when you are planning to leave (the two weeks or month). Again, this amount of notice is an expected and accepted part of the work world and there are very few cases when present or future employer would demand that you differ from the norm.

There are a number of reasons for giving job termination notice. One of the most important is for good reference and reputation that will help you as you further your career plans. Generally, the more important and more highly paid the job is, the more a potential employer examines references from past jobs. Quitting without notice is a bad move--it is a negative and will make future prospective employers think you are unreliable and untrustworthy and irresponsible.

"If he'd quit and leave the same day, suppose he'd be in the middle of an important task or assignment and just decide to leave? If this guy shows no more courtesy than that, do we really want him dealing with our customers? He sure left that company in a bind--why wouldn't he do the same to us?" These questions will come to the mind of future employers. In actuality, quitting without proper notice could (and does every day) keep people from being hired somewhere else.

Another reason for terminating your employment the right way is that it's just common courtesy and good manners. A new employer will expect you to give notice. They will hold your new job. The courtesy you extend by giving notice gives your company time to find a new employee to replace you. It also gives them time to have you (the expert) help train the new employee.

Quitting a job the right way is the only way. This will pay you back in the long run. Remember, terminating one job is a major and important part of starting another.

MODULE 18: STUDENT ACTIVITIES

TO THE STUDENT: Read and answer the following questions.

1. Don't quit a job unless you have _____.
2. _____ is one of the most important things you can do when planning your work career.
3. Whether you are out on your own or start a family, what are at least five financial obligations you have that will require a regular paycheck?
 - a.
 - b.
 - c.
 - d.
 - e.
4. Terminating Employment the Right Way: After each job situation--give the correct amount of time notice that should be given when quitting.
 - a. Joshua has been pumping gas and doing minor car repairs at the local Sunoco station for over a year. He has just received word that his dream job--mechanic at the Ford Dealership is his. He should give _____ notice.
 - b. Dan is head auto body supervisor at the Chevrolet Dealership in Perkasio, Pennsylvania. He wants to be closer to the city and has gotten a job at a Philadelphia Body Shop. He should give _____ notice.
 - c. After 10 months at McDonald's, Erin applied and got a job as a pastry chef at a great restaurant. She should give _____ notice.
 - d. Peter has supervised the garden department at K-Mart for 15 months. His father has offered to set him up in his own floral design business. He should give _____ notice.

5. List four reasons for giving notice when you are leaving a job.

a.

b.

c.

d.

6. Larry has worked for two years as a part-time carpenter's assistant for Peter Townsend--a local carpenter. A new townhouse development is going up that will take several years. The pay is great and the hours are full time. Larry is going to give his verbal notice. Write the script for him.

"Peter, may I talk to you a minute?"....

7. Andrea, after four years of working her way up from cashier to manager of Sporting Goods at Sears has decided to move on. Gold Medal Sporting Goods has offered her a job doing all its displays and she is ecstatic. On the back of this page, write Andrea's letter of notification to her boss, Judy Paige at Sears.

MODULE 18: STANDARDS ADDRESSED IN THIS MODULE**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.4.11. Types of Writing

- C. Write persuasive pieces.
- Include a clearly stated position or opinion.
 - Include convincing, elaborated and properly cited evidence.
 - Develop reader interest.
 - Anticipate and counter reader concerns and arguments.
 - Include a variety of methods to advance the argument or position.

1.5.11. Quality of Writing

- A. Write with a sharp, distinct focus.
- Identify topic, task and audience.
 - Establish and maintain a single point of view.
- F. Edit writing using the conventions of language.
- Spell all words correctly.
 - Use capital letters correctly.
 - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
 - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
 - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).