

Student name: _____ Date: _____

Describe employer, employee and co-worker responsibilities

Objectives:

- A. Identify employer responsibilities.
- B. Identify employee and co-worker responsibilities.
- C. Identify basic civil rights in the workplace.

MODULE 4A: INFORMATION SHEET

TO THE STUDENT: Read and study this information sheet, then complete the activities at the end of this module.

Introduction

In this module you will analyze human relations in terms of *employer, employee, and co-worker* responsibilities. The information provided is not all-inclusive; it is intended to serve as a guide for basic responsibilities in the workplace.

Employer Responsibilities

First, let's take a look at some employer responsibilities. The employer is responsible to provide a safe working environment that is free from any type of harassment. They are also required by law to adhere to several pieces of legislation. Here are some legislative excerpts:

Title VII of the Civil Rights Act of 1964:

It shall be an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.

Occupational Safety and Health Act of 1970:

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

You can find more information about your rights as an employee at U.S. Department of Labor web page <http://www.dol.gov/> and at The Pennsylvania Department of Labor & Industry web page <http://www.dli.state.pa.us/landi/site/default.asp> .

As stated earlier, these are not all of the responsibilities that an employer has, I mention these as a reference in order for you to know that the employer must provide a safe environment where you can satisfactorily perform your job and be paid a fair wage for doing so.

Employee and Co-Worker Responsibilities

Now, let us turn towards employee and co-worker responsibilities. What does your employer expect of you? Some characteristics of a responsible employee are;

- good attendance
- punctuality
- cooperation
- initiative
- honesty
- willingness to learn
- dependability
- positive attitude
- loyalty
- enthusiasm

ATTENDANCE AND PUNCTUALITY:

As an employee, you have a responsibility to your company, your job and your co-workers. Attending work is a critical part of that responsibility and, at the very least, employers expect you to be at work every day. Employers understand, though, that special circumstances may occasionally keep you away from the job. Because you'll be an important part of a team, when you must miss work, let your employer know as soon as possible so someone else can be scheduled to do your job.

Most companies have their own policies concerning absences, but some general rules for attendance are listed below:

- 1) Reasons for missing work: Generally there are only two reasons for missing work: emergencies and special occasions. Be sure that you find out what reasons are acceptable for missing work at your new job. Sometimes it's hard to decide whether you should go to work or not, but your job must be among your top priorities.
- 2) Notifying your employer: It is important that you inform your employer of your absence. If you have to miss work because of an emergency you should notify your employer as soon as possible. You should give at least two weeks notice if you have to miss work because of a special occasion. Your boss needs as much time as possible to find someone to replace you.
- 3) Who to notify: The right person must know why you are absent. It is your responsibility to make sure that your employer or supervisor knows why you aren't at work. Try to talk directly to your boss when you need to be absent. Don't depend on someone else to relay a message or explain your absence. The person you ask to tell your boss that you won't be at work could get busy and forget.
- 4) What to say: Explain the reason for your absence in a clear and complete way. When you tell your supervisor about your absence be sure that your situation is fully understood. If your boss doesn't agree that your reason for missing work is acceptable, perhaps you should re-evaluate your priorities to make sure that you are acting responsibly.

PUNCTUALITY:

Your employer expects you to be to work on time everyday. If you are to begin work at 7:00 AM, you should allow yourself enough time to arrive and prepare yourself to begin work on time. You can not be successful if you show up right at 7:00 AM and then begin to get yourself ready to start work.

COOPERATION:

During the course of your working career you will be expected to work with a variety of people. Sometimes just getting along with your co-workers can be difficult because of the different personalities. However, most people will react in a positive manner to kindness and consideration. Cooperation is the key here. You may not like everyone you work with but your employer will expect you to maintain a positive working relationship with your Co-workers. Just knowing that your employer expects you to work effectively with others should be reason enough to cooperate with your Co-workers. There are other reasons for wanting to get along with your Co-workers. Co-workers can be especially helpful when you have started a new job. The more experienced employees can "show you the ropes" and help you make a smooth transition to your new job. Later on, when

you know your way around, you will be much happier if you like your Co-workers and they like you.

A NON-HOSTILE ENVIRONMENT:

This one is everyone's responsibility. The law requires your employer, you as a worker, and your co-workers to provide a work environment that is free from all forms of harassment. The legal definition of harassment is severe or pervasive enough to create a hostile or abusive work environment based on race, religion, sex, national origin, age, disability (including obesity), military membership or veteran status, sexual orientation, marital status, transsexualism or cross-dressing, political affiliation, criminal record, prior psychiatric treatment, occupation, citizenship status, personal appearance, tobacco use outside work, Appalachian origin, receipt of public assistance, or dishonorable discharge from the military for the plaintiff and for a reasonable person.

MODULE 4A: STUDENT ACTIVITIES

TO THE STUDENT: After you have read and studied the information sheet above, complete the following activities.

Activity 1: Answer the following questions with complete sentences.

1. Generally there are only two reasons for missing work. What are they?

a.

b.

2. Why is it important to be a team player?

3. If you have to miss a day from work, who should you call?

4. If your boss doesn't agree that your reason for missing work is acceptable, what should you do?

Activity 2: Fill in the blanks:

1. Try to give at least _____ notice if you have to miss work because of a special occasion.
2. You need to _____ your reason for your absence in a clear and complete way.
3. Because you'll be an _____ part of a team, when you must miss work, let your _____ know as soon as possible so someone else can be _____ to do your job.
4. Most people will react in a _____ manner to _____ and consideration.
5. You should allow yourself _____ time to arrive and prepare yourself to begin work on time.

Activity 3: True or False. Write T or F in the blank space after the number.

1. It doesn't matter how many days of work you miss, as long as your employer is notified.
2. In most cases, having a cold isn't a very good reason to miss work.
3. Employers are happy when employees stay home from work because they don't have to pay them for the days missed.
4. The death of a family member would be a valid reason for being absent from work.
5. Ten minutes before you are scheduled to start work is sufficient notice to request an absence from work.
7. Workers are often fired from their jobs because of excessive absenteeism.
8. A dependable employee is one who comes to work when scheduled.
9. "I overslept" is a legitimate reason for missing work.
10. After an absence from work, an employee may be required to submit a note from a physician.
11. Employee absences cost the employer money.
12. "I need some time off to look for a new job," is a good reason for missing work.
13. Absenteeism causes extra work for others.

Activity 4: Write a letter to your boss requesting a day off from work for a special occasion.

Be sure to clearly explain your reason for the request. (Is it a valid reason?) Identify the day you are requesting off. Don't forget to thank your employer in advance.

MODULE 4A: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Career Education and Work

13.2.11. Career Acquisition (Getting a Job)

- E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:
- Commitment
 - Communication
 - Dependability
 - Health/safety
 - Laws and regulations (i.e. Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
 - Personal initiative
 - Scheduling/time management
 - Team building
 - Technical literacy
 - Technology

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).