



Employer Expectations

A Guide to Becoming a Smart Employee

How do you play the game?

Knowledge of what your new employer expects will greatly enhance your work performance. Exceeding employer expectations will position yourself for raises and promotions. This guide will introduce you to "rules of the game."

Corporate Mission Statement

Most corporations have written mission statements with specific goals. Before you accept a job with a corporation you should request this information so that you know the company's philosophy and specific objectives for the coming years. This knowledge will assist you in providing the services the corporation needs. The following is an example of a mission statement:

"Butler Manufacturing Company is a team of talented, ethical, and motivated individuals, committed to providing our worldwide customers with products and services that create extraordinary levels of satisfaction.

- **Team** - A shared sense of common purpose

that transcends functional specialization and organizational boundaries

- **Individuals** - Personal responsibility, accountability, creativity
- **Talented** - Knowledgeable, experienced, technically proficient
- **Ethical** - Abide by the letter of the law and the spirit of the Golden Rule
- **Motivated** - By individual enthusiasm and by the opportunity to share in the success we collectively create
- **Committed** - A passion for excellence
- **Products and Services** - Differentiated by continuous improvements to provide value and service leadership
- **Customers** - The ultimate and only judges of the extent to which we fulfill the aspirations of our Mission Statement."



Be aware of your company's mission statement

DRESS CODE

You Represent the Corporation.....

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image a corporation wants to present to its customers and visitors.

- During business hours, employees are expected to present a clean and neat appearance.
- Employees are not permitted to wear

tee shirts, sweatshirts, jeans, shorts, sneakers, and short skirts.

- Employees must follow the policy or they will be asked to go home and lose a day's pay if dressed in appropriately.

Employees are expected to use sick

Inside this issue:

What are the goals of this corporation?

Dressing for Success!

Absences

How to Handle Emergencies on the Job.

Unlawful Actions

Behavior

Inside Story

Special points of interest:

- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.

Absences

days when health related problems put them or others at risk. More than five sick days taken during a year will be considered poor attendance.

Employees are entitled to two days for bereavement in the event of a death in the immediate family (parent, grandparent, sibling, child).

LATENESSES

Employees must arrive to work on time. Lateness of five or more minutes may lead to a deduction in pay. Habitual lateness will be considered grounds for dismissal.

If you know you will be late, you must call your supervisor. Remember that your co-workers depend on your presence and production.

Real Life #1:

Holidays and Rest Periods

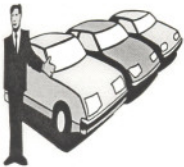
a 30 minute rest period after working five hours." There is NO government law which entitles you to morning or afternoon breaks. Your employer or union may choose to grant additional rest periods if they desire.

Holidays:

There are five national holidays in which most employers observe:

- Martin Luther King Day - January
- July 4th – Independence Day

Parking & Guests



employees. If you do provide a lot, there is no promise of protection for your vehicle or its contents.

Real Life #3:

Jane's car is parked in the corporation's parking garage. During the day, someone breaks into Jane's car and steals her camera. Is the corporation responsible for Jane's loss?

Kim came to work on a "sunny" summer Friday in a tee shirt, shorts, and sneakers. On Thursday, the employee's were given permission to wear business casual clothes. The manager of the employee tells the female employee that she must go home because she is inappropriately dressed. What is "business casual" clothes?



Do I have to go to work?

Real Life #2:

Sandra is an average employee who has been with the company for six months. Unfortunately her best friend was killed in a car accident yesterday. Sandra wants time off from work to bereave. She has already taken 8 days for illness and car troubles. What will happen to Sandra?

Rest Periods:

- The NYS Labor Law rule states "you are entitled to
- Labor Day – First Monday in September
- Thanksgiving in November
- Christmas – December 25th

Is Easter considered a national holiday?

In a retail job your employer may ask you to work on these days possibly for extra pay.

Religious Holidays such as Easter, Good Friday, Yom Kippur and Rosh Hashannah are available for you to observe without pay.

Employers DO NOT have to provide parking areas for

Real Life #4:

Jennifer's best friend Nicole showed up one day at her job when she was working and had to talk to her immediately. Nicole caught her boyfriend Mike kissing another girl at school that day. She was crying and confused about what to do. How should Jennifer handle this situation and why?

THEFT OF SERVICES AND MATERIALS...

Real Life #5:

The warehouse department received a shipment of radios, which contained ten (10) extra radios. Jack, the employee who receives the shipment, tells a co-worker, Larry, that they could really use these extra radios as Christmas gifts.

Larry tells Jack that if he takes these radios, he is committing an illegal act. Jack replies by stating that a "multi-million"-dollar company will not miss ten lousy radios. What should Larry do?

- Use of Telephone for Personal Reasons

• STEALING MONEY

CASE PROBLEM:

Mark was a cashier at Staples. When he was working one evening, he took a notebook and did not pay for it. He needed the notebook for his math class the next day. He did not have any money until Friday, which was payday at Staples. How would you handle this situation and why?



- Playing radios, Walkman, and tape players when you are working.

Smoking on the Job

CASE PROBLEM:

Marlena brought in a radio to her job. She felt her work was very boring and the music might make things more enjoyable there. Marlena worked better and faster when she was listening to music. Many of the other workers complained and asked her to turn it off. They felt it was much too loud and did not like her taste in music. Finally, the boss called her into his office and told her not to bring the radio into work anymore or he might have to fire her. How would you handle this situation and why?

BEHAVIOR (Language, Eating, and Drinking)

- Language – Most companies have a policy of no inappropriate language. Sexually charged comments are not allowed and are considered sexual harassment.
- Eating – Your employer will have rules regarding where and when you can eat. If you are working with important documents or machines, you will probably not be allowed to eat at your work site. A room will be provided for this activity.

Inappropriate Behavior

- Drinking – No drinking at the work site. If your employer finds you in possession of alcoholic beverages, it could mean immediate grounds for dismissal.

CASE PROBLEM: An employee often showed up late for work or intoxicated. The employee was strongly urged to seek treatment. This individual was given a

FMLA. After a doctor stated that the person could come back to work, the company took them back at the same position and with the same pay. The employee had to sign an agreement that they would not drink on the job or risk termination. The employee broke the contract and was fired.

