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ABSTRACT

This student booklet is eighth in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Two units are included in this packet, the first listing reasons for quitting a job and the second telling how to appraise an employee's financial situation and the job market. At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

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COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Packet Eight

TO QUIT OR NOT TO QUIT

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

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TO QUIT OR NOT TO QUIT

You have probably heard the quote from Shakespeare's Hamlet, "To be or not to be, that is the question." Well, that may have been Hamlet's question, but yours may be "to quit or not to quit" the job you have. Resigning from (quitting) your job is a serious matter. You should not just wake up one morning and decide that you would like another job or that you don't feel like working anymore.

Before you

decide to resign, you should carefully look at your reasons for wanting to leave. Are they good enough?

You should also look at your own personal situation before you quit your job. Can you afford to quit?

This Packet will give you the information you need to help you decide whether or not to quit. It will also review some of the things that you should consider about your own situation before you leave your job. The vocabulary list at the end of the Packet might help you understand new terms.



STUDENT OBJECTIVES

1

Quitting your job is not something to be treated lightly. It can have a great effect on the rest of your life. Therefore, before you decide to quit, you should look at your reasons for wanting to leave. How do your reasons compare with those of other people who have left their jobs? Are they good enough for you to decide to quit? After reading this section, you should be able to:

- List reasons for quitting a job.
- Tell how to decide if your reasons are good enough for you to quit.

REASONS FOR QUITTING

Why do people quit their jobs? This is the question that you need to ask yourself while looking at your own reasons for wanting to resign. Following is a list of some of the reasons that people quit:

1. They are moving out of town.
2. The business for which they are working is moving out of town and they cannot follow.
3. They do not have transportation to get to work.
4. They are sick and will not be able to work for a long time.
5. They are returning to school.
6. They feel that they are being overworked and/or are being given a lot more work to do than others in their position.

7. They feel that they can get higher wages elsewhere.
8. They feel that they are not being promoted fast enough or that they are not being promoted at all.
9. They do not get along with the employer or with other employees.
10. They feel that the job they are in offers no future.
11. They feel that they are working under unsafe or unhealthy working conditions.
12. They feel that they are getting into a rut and want to do something different.
13. They feel that they are not using their skills and/or education to the fullest.
14. They refuse to join a union and cannot work at the job any longer if they do not join.
15. They do not like the long and/or odd hours that they have to work.

These are just some of the reasons that people quit their jobs. The list could go on and on, but



this one will give you some idea of what kinds of reasons are involved.

Now what about your reasons for wanting to quit? Make a list of all of them. After you have made the list, look at the reasons one by one. Quite often, many of the reasons that people resign their jobs result from problems which they could have solved themselves, without leaving work. Think about each of your reasons. Is there any way that you can eliminate or get rid of the problem which gave you reason to quit?

Look at the following examples:

1. What if your reason for quitting is that you feel you are not being paid enough? If this is so, you should first try and ask your boss for a raise. Also check and see if you are in line for a raise based upon your time with the company.
2. What if you don't have any way to get to work? In this case, you might find that you can take a bus. If you can't afford to pay the fare, try to find a carpool. Many businesses will even help their employees to find or start a carpool.



3. What if you don't get along with your boss or fellow employees? Try to pinpoint the problem. Is it that your boss is always yelling at you? If so, try discussing this with him. Find out why he is yelling at you and see if you can work things out with him. What if an employee is goofing off and making your job more difficult? Here again, try talking to the employee. If that doesn't work, try talking to your supervisor.

Part of a supervisor's job is to make sure that things go well with his employees.

4. What if you don't like your work? Try asking your boss or supervisor for a transfer to an area that you might like better. You might also ask if the company can make your work a little more varied.

As you can see from the examples, you may be able to cut down or completely eliminate your reasons for wanting to quit. The main thing to remember is this: don't treat a problem or reason as if it were permanent or unchangeable. Try to deal with it and think of ways to change or eliminate it.

What if you cannot get rid of all of your reasons by talking to people in the company? The next thing you have to do is decide how good those remaining reasons are. One way to do this is to weigh the good points of your job against your reasons for

quitting. Say, for example, that you don't like the hours that you have to work. Weigh this against the fact that you really like the work you do, that you like your boss and the people you work with and that you are paid very well. What you have to decide is if you just want a job with easy hours, or work that you both like and are well paid for. Ask yourself if the bad points outweigh the good points.

The best way to decide is to divide a piece of paper down the middle. On the left side, write the things that you like about your job. On the right, write the things that you don't like about your job (for example, your reasons for wanting to quit). Look over the list. Only you can make the decision of whether there are more good things than bad things about your job. Don't take this decision lightly. Think carefully. By doing this, you can help make sure that your decision to quit is the right one for you.



Below are Learning Activities that deal with reasons for quitting. Do both activities, then go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. Below is a description of the way Albert thinks about his job. Divide a piece of paper down the middle. On the left side, write the things he likes about his job. On the right, write the things he doesn't like. Set it up like this:

Likes

- 1.
- 2.
- 3.

Dislikes

- 1.
- 2.
- 3.

Albert has several reasons for not liking his job. He lives an hour away from work and does not like to travel the long distance to get there by himself. The work is boring, and he is not happy with his wages. Very often, he has to work on weekends, which he does not like. However, Albert has many good friends at work and he gets along well with his boss. Albert's boss has offered to pay part of Albert's tuition to

college, and Albert is pleased with this. Albert also likes the fact that he can take an hour's lunch break and many short coffee breaks. In addition, he is allowed to work independently most of the time.

2. Look at your list of Albert's dislikes from #1. Take each problem and see if you can come up with a way in which it might be eliminated.

✓ CHECK YOUR KNOWLEDGE

1. List 5 reasons that people have for quitting.
2. If you're deciding to quit your job, what steps should you take to decide if your reasons are good?

Check your answers with your teacher. If you had any problems, review the unit. Then try one or more of the Alternate Activities.

ALTERNATE ACTIVITIES

1. Have you ever quit a job? If so, what were your reasons for quitting?
2. Talk to classmates and friends and find out if any of them have ever quit a job. Ask each of them their reasons for leaving, and how they made the decision.
3. Below are some reasons that the following people have for quitting their jobs. For each reason, come up with a possible solution.
 - a. Alfonzo is upset because he feels he is not being paid enough.
 - b. Lulu is thinking of quitting because she does not like the type of work she must do.
 - c. Milton's car was totaled, and he's thinking of quitting his job because it appears that he has no way of getting to work.

- d. Rupert dislikes his fellow employees. They are usually too busy chewing gum, taking breaks and gossiping to get any work done. Rupert ends up with all the work.



STUDENT OBJECTIVES

2

So you have decided that you have good enough reasons to quit your job. You now think that you are ready to take that big step. Not so fast. What about finding another job? What about money while you are looking for another job? These are just some of the questions that you should ask yourself before you leave work. After reading this section, you should be able to:

- Tell how to decide if your financial situation will allow you to quit.
- List several ways to tell what the job market is like.

LOOKING AT YOUR OWN SITUATION

Financial--Perhaps the most important thing to consider about your own situation is money. When you quit your job, you lose that regular paycheck. What you have to decide is, can you afford to quit? You may have the best reasons in the world for wanting to resign from your job, but if you don't have enough money saved or some other income to fall back on, you may not be able to afford to quit.

IT'S A BIG STEP
BE CAREFUL



How do you decide if you can afford to quit? The first thing you have to look at is how much it costs you to live. Unless you live with your parents, you have to pay for food, rent, car expenses (like gas, repairs, insurance), clothes, entertainment, etc. Figure out how much it costs you to live per month. For example, John has a one bedroom apartment. The rent costs him 160 dollars per month, plus utilities. The utilities run him an average of another \$30 per month. He spends about 12 dollars per week on food. His car costs are about 30 dollars per month (his car is paid off, so that he has no car payments). John figures that he spends about 10 dollars per week on entertainment.

The following figures show what it costs John to live per month:

| | |
|---------------|--------------------------|
| Rent | \$160 |
| Utilities | \$ 30 |
| Food | \$ 48 (12 x 4 wks. = 48) |
| Car | \$ 30 |
| Entertainment | \$ 40 (10 x 4 wks. = 40) |
| <hr/> Total | <hr/> \$308 |



According to the figures, it costs John an average of \$308 dollars per month to live. This does not include any extras like money for medicine if he gets ill or for emergency car repairs.

Figure your monthly expenses the way we have done John's. Be sure to include all regular expenses.

If you have a weekly expense, multiply it by 4 to get the monthly expense.

The next step is to figure out how much money you have in your checking account, and how much salary you are owed. John has \$1100 dollars in his savings account, \$150 in

his checking account, and is owed \$100 for his salary.

This gives him a total of \$1350.

John has no other income.

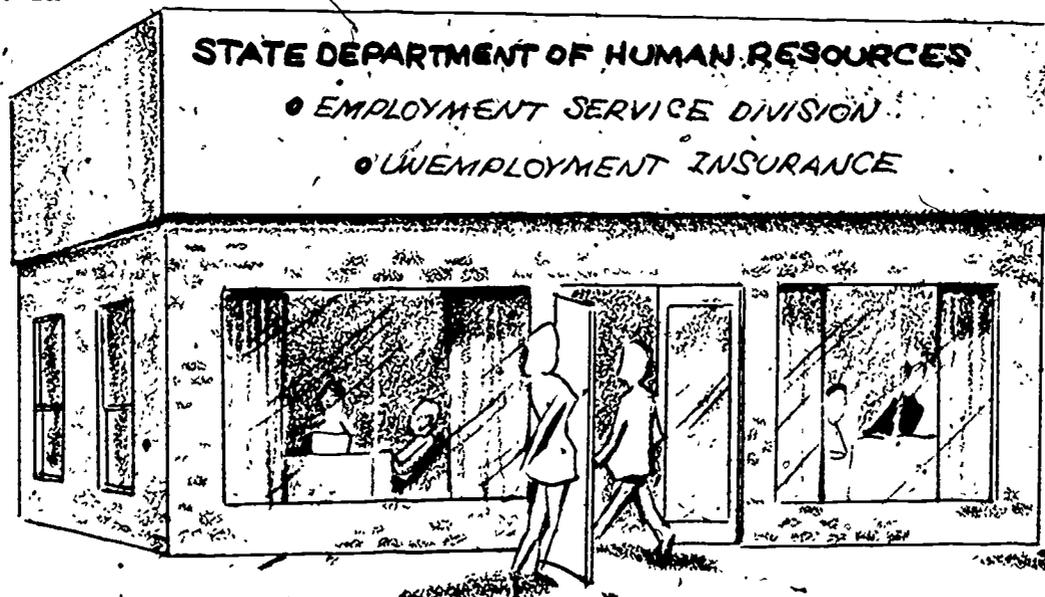
John feels that he has good reasons to quit his job. What he was making on the job is

not important here because, once he quits, that money stops. If he does decide to quit his job, he could live approximately 4 months on the money that he has saved. If he has no financial emergencies, he will have 4 months to get another job before he runs out of money.

Another point to consider is that, at the

end of four months, John will have no money. If he gets a job at the end of the four months, he will have to make enough (meaning over \$308) per month at his new job in order to make ends meet.

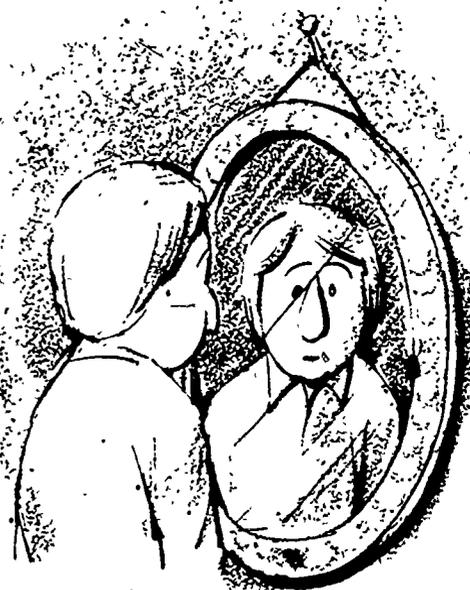
One way that John might stretch the length of time



that he has for job hunting is by applying for unemployment compensation. However, if he quits his job, he may not be eligible. Unemployment compensation is aimed at people who are unemployed through no fault of their own. It is not easy for a person to collect if he has quit. An exception occurs if the worker is forced to quit by his employer. For example, an employer could give you a double load of work every day or could require you to work long overtime hours. In any case, it will all boil down to a decision by the unemployment office as to whether or not you are eligible. There is really no way to tell beforehand if the unemployment office will accept your reasons for quitting and allow you to collect. You might want to call the office before you quit and discuss it with them.

Since unemployment compensation is an "if" thing, you should not count it as income when looking at your financial situation.

By following the above suggestions, you should



LOOK AT YOUR PERSONAL SITUATION

be able to figure out how long you can afford to look for a job without working.

Personal--Before quitting, you should also look at your personal situation. Are you getting married? If you are married, are you expecting a child? Are you planning to move? All of these points, and many more, should be considered before you decide to quit. It's not enough to just look at your finances!

John plans to get married in two months. However, if he leaves his job, he might have to put the wedding off for a while. John also plans on moving into a more expensive 2 bedroom apartment when he gets married. This move might also have to wait.

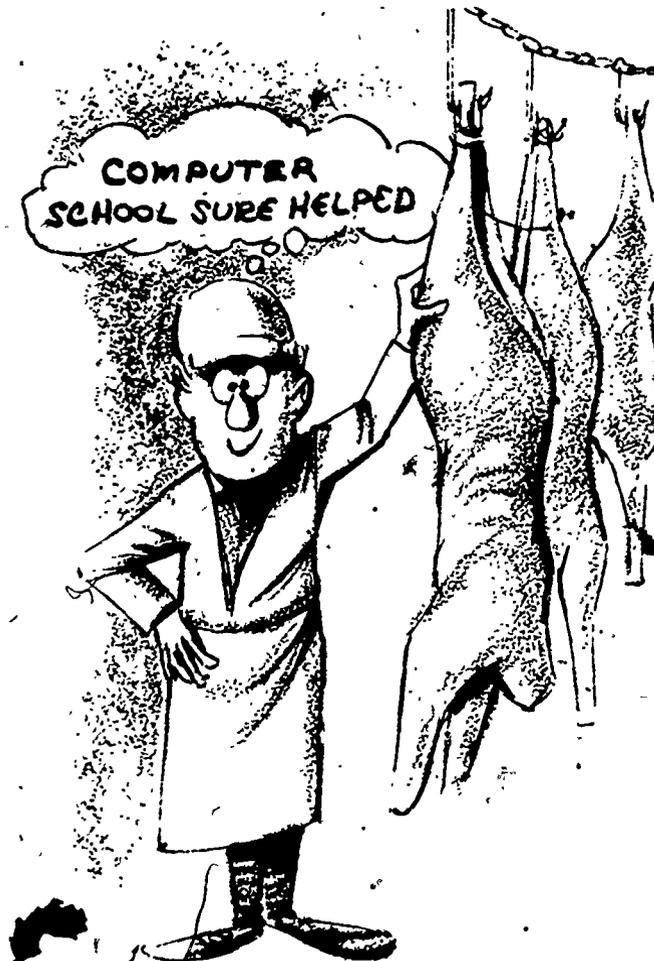
Your health, family, future plans, etc. should all be taken into account before you decide to quit. You will only have so much time and money, and you should be aware of anything that might tend to use them up quickly.

What is the Job Market Like?

The final point that you should consider before quitting is what your chances of finding another job are like. Also, you need some idea of how long it will take you (since you only have so much money) to find that job.

In order to figure this out, you should first take a look at your skills. If you are a meat packer and you are leaving the only meat packing plant in your area, you have little chance of finding similar work no matter how hard and long you look, unless you

are willing to move. However, certain skills will probably be in demand by many employers in one area. A computer worker will, for example, have a better chance of finding new work than a meat packer. Also,



the more skills you have, the better your chances of finding work will be. If you can type, do bookkeeping and proof reading, you will have a pretty good chance of getting a job--if not in one field, like typing, then perhaps in one of the others.

If and how long it takes you to get another job will also depend upon the job market in your area. One way to find out is to call the state unemployment office. You can also call the chamber of commerce for your area. Checking the newspaper ads can also help you find out what's available.

Before you decide to quit, it might not be a bad idea to check with a few possible employers. If the job market in your area is very bad, you may want to keep your old job until things improve. It might be that your old job, with all of its problems, is better than no job at all.

The main idea in deciding to quit is to know what you are getting into. If you know your financial and personal situation, plus the shape of the job market, you will be as prepared as possible when you

make that big choice. You are asking for nothing but trouble if you quit without taking the factors we have discussed into account. In other words, think before you quit.

Below are some Learning Activities for you to do. Do all three activities, then go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. Tom has decided to quit his job. However, before he quits, he would like to know how much it costs him to live per month. Tom figures that his monthly rent comes to \$150. His other expenses are utilities (\$30 per month), food (\$8 per week), car costs and payments (\$125 per month), and entertainment (\$10 per week).

Figure out how much it costs Tom per month.

Hint: remember to multiply the weekly figures by 4 to get the cost per month.

2. Tom has \$1300 in the bank and \$300 in his checking account. Using the answer you get in

#1. figure out how many months Tom could live on the money he has in his savings and checking accounts.

3. Figure out how much per month it costs you to live. Next, figure out how much you have saved. Using the two figures, figure out how many months you could afford to look for work.

✓ CHECK YOUR KNOWLEDGE

1. List at least 4 things that you should think about before you quit.
2. Explain why you should not count on unemployment compensation when you quit.
3. List 3 ways that you could find out what the job market is like in your area.
4. What do you think is meant by the sentence "Think before you quit"?

Check your answers with your teacher. If you had any problems, review the unit. Then do as many of the Alternate Activities as you wish.

ALTERNATE ACTIVITIES

1. To find out what the job market is like in your area, call the local chamber of commerce or your state's office of unemployment. Ask them if there are any jobs in areas which you are interested in (i.e., mechanics, etc.). It might be necessary to go in person to the unemployment office. Call and check first.
2. Read the Learning Activity Packet "Agencies and Sources for Finding a Job."
3. How would you go about deciding whether your financial situation will allow you to quit?

STUDENT OBJECTIVES

3

Elmo threw down the tray, stormed through the kitchen and out the back door. As he ran, he shouted over his shoulder, "Mr. James, you can keep your lousy job. This is the last you've seen of me!"

"If I don't go in for a couple of days, he'll fire me and I'll be rid of this lousy job."

These examples show 2 wrong ways to go about quitting your job. This unit will try to show you the correct way. After reading this section, you should be able to:

- Describe the proper way to quit your job.
- List the important points to make in a letter of resignation.

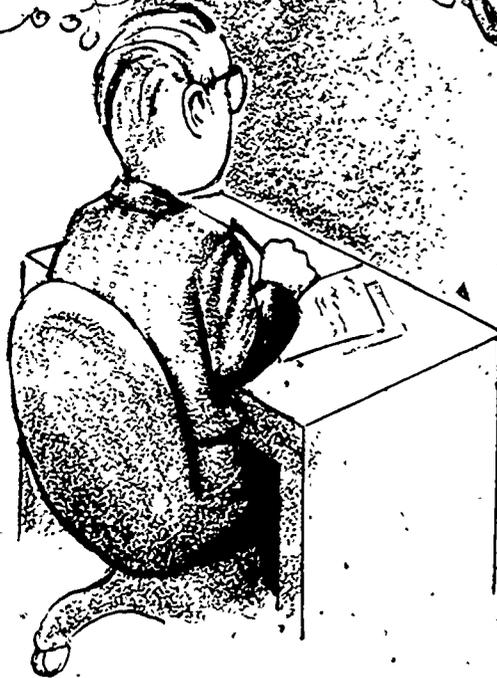
HOW TO QUIT

You should always leave a job as graciously as you can. It is important to remain on good terms with your boss. This is because future employers may call your boss for his recommendation. The following steps suggest an acceptable way to quit:

1. To begin with, for your own protection, try to

find another job before you quit the old one. This way you will never be unemployed, and, of course, you will never be broke. Finding a new job while you are still working may be difficult to do, since you should not take time from your current job to go on interviews.

I've heard of
gracious ways
of quitting...
but this...



Sometimes, however, it is a good idea to let your boss know your intentions. Who knows-- maybe he'll come up with a better job for you in the same company!

2. When you have decided on a time to leave, give your boss at least 2 weeks' notice. This is standard business practice. Your boss will appreciate the advance knowledge because it gives him time to find a replacement for you. If you leave without notice, everyone else will be overworked, doing their job and yours until the boss can hire a new worker. When a new employer calls your boss for a recommendation, the fact that you left him "in the lurch" is sure to come up.
3. Write your boss a letter of resignation. There are several purposes for such a letter. First, ~~having~~ something in writing makes it official. Secondly, it forces you to put your decision to quit into words. While you are writing, you may have second thoughts. You may realize that

you are acting hastily, and that you should give the job another chance.

By taking the time to write a letter of resignation, you are leaving the company with the best feelings possible. By leaving your job properly, you will have a better chance of starting your next job with the least number of problems.

The Letter of Resignation

There are 4 main points that you should make in a letter of resignation. They are:

1. The specific date on which you plan to leave.
2. Where you are going and what your plans are.

Your boss will at least need your address so that he can mail your tax forms and, if necessary, your final paycheck.

3. Express regrets at having to leave. Point out a few good things about your job, but explain that you are moving on to bigger things.
4. Express your good wishes to the company. This is a matter of courtesy. Remember that you want to leave your boss with a good impression

of you. You never know when you may need his recommendation.

Below is a sample letter of resignation:

Mary Wells
Park Place
Blairsville, Md.
June 14, 1977

Mr. Todd Burton
Walker's Furniture Store
14 Main Street
Parkersville, Md.

Dear Mr. Burton:

I regret to inform you that I am resigning from my position as stock-clerk, effective June 28, 1977. I am leaving this job in order to take a summer job as a camp counselor. Although I found my job with your company pleasant and profitable, this summer job is related to my career interests.

Please forward my final paycheck and any other correspondence to me at the above address.

Best wishes, and thank you for giving me the opportunity to work at Walker's Furniture Store.

Sincerely,

Mary Wells

Do both of the following Learning Activities. Then go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. In the Student Objectives of this section, there were two examples of the wrong way to quit a job. For each example, tell why the method was wrong and what would have been a better way for that person to quit.
2. What is wrong with the following letter of resignation?

Dear Mr. Jim Shoes,

I am quitting my job as of tomorrow. I have never liked you or your company and for all I care your store could burn down tomorrow.

Bobby Socs

✓CHECK YOUR KNOWLEDGE

1. List the four main points to make in a letter of resignation.
2. Why is it important to give a 2 week notice before quitting?
3. What are three purposes for writing a letter of resignation?

Check your answers with your teacher. If you had any problems, review the unit. Do the Alternate Activity if you wish.

ALTERNATE ACTIVITIES

1. Pretend that you are working for a Mr. Thompson as a cashier in his store. He has shifted you to night shift. Since you are planning on taking night classes, you cannot keep your job. Write him a proper letter of resignation.

WORDS TO KNOW

Resign: to give up; quit or leave.

Transfer: to move from one place to another. For example, to move from one department at work to another department.

Eliminate: to remove or get rid of. For example, to eliminate or solve some of the problems at work.

Financial situation: a person's "money" situation.

For example, the amount of money a person has saved, the amount he must spend, and the amount he makes on the job.

Utilities: these are services such as telephone, water, gas, or electric. They must often be paid for in addition to rent or house payments.

Entertainment costs: money spent on "fun" activities, such as movies, eating out, etc.

Weekly expense: something that must be paid for at a rate of once a week.

Monthly expense: something that must be paid for at a rate of once a month.

Financial emergencies: expenses or costs that come up unexpectedly, such as money that is spent on an illness.

Recommendation: a statement from a past employer on how well you did your job.

You have now completed Packet 8. It would be a good idea to review the entire Packet before taking the final exam.

TO QUIT OR NOT TO QUIT

PACKET EIGHT
TEACHER'S SUPPLEMENT
JOB ENTRY AND
ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

✓ SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet Eight

TO QUIT OR NOT TO QUIT

A project of the Department of Industrial Education, University of Maryland
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Maryland.

Art and Layout: John Littlehales and Judy Rudder.

Answers to

LEARNING ACTIVITIES1. Likes

- Has many good friends at work.
- Gets along with boss.
- Boss will pay part of Albert's college tuition.
- One hour's lunch break, plus many short breaks.
- Usually works independently.

Dislikes

- Must travel an hour alone to and from work.
- Work is boring.
- Unhappy with wages.
- Must often work on weekends.

2. Answers should be possible solutions for Albert's different "dislikes." Sample solutions:

- Must travel an hour alone to and from work: Albert might be able to join a carpool or find a bus line.
- Work is boring: Albert can try asking his employer or supervisor for a transfer to a job area that he might like better. He can also ask that his work be a little more varied.
- Unhappy with wages: Albert can ask his boss for a raise.
- Must often work on weekends: Albert can talk to his boss about having his working days changed.

1. \$377.00 per month.
2. About 4 months.

17

1. Example 1: should not have quit hastily and in anger.

Example 2: should not have simply stoped going in to work.

Both individuals should have written letters of resignation, given their bosses 2 weeks notice, and been as gracious and polite to the boss and company as possible.

2. -Expresses negative criticism of company rather than regrets at leaving.
- Fails to express good wishes to company.
- Instead of giving specific date of resignation, refers only to quitting "tomorrow."
- Fails to include where he is going, and what his plans are.

Answers to

✓CHECK YOUR KNOWLEDGE

8

1. Can be any 5 of the following:

- Moving out of town.
- Place of employment is moving.
- No transportation to work.
- Too sick to work.
- Returning to school.
- Feel overworked.
- Feel that higher wages will be offered in another place of employment.
- Not being promoted fast enough, if at all.
- Do not get along with other employees or employer.
- No future in job.
- Unsafe or unhealthy working conditions.

(Continued on 8B)

8A

Answers to

CHECK YOUR KNOWLEDGE

1. Continued.
 - Want to do something different.
 - Feel that skills and education are not being used to the fullest.
 - Refusal to join a union.
 - Do not like their hours.
2. Make a list of reasons and ask yourself if any can be solved. Then, make a list of remaining bad points, and a list of good points. Ask yourself: do the bad points outweigh the good points?

14

1. Can be any 4 of the following:
 - How much it costs you to live.*
 - How much money you have saved up.
 - Whether or not you are getting married.
 - What kinds of skills you have.
 - What the job market is like.
2. You might not be eligible to collect *t.
3. Can be any 3 of the following:
 - Call the chamber of commerce.
 - Call the unemployment office.
 - Call other employers.
 - Check the newspaper ads.
4. Answer should mention the importance of considering financial and personal factors, as well as the state of the job market, before quitting a job.

17

1.
 - The specific date that you plan to leave.
 - Where you are going, and what your plans are.
 - Expression of regret at leaving.
 - Good wishes to the company..
2. This gives your boss time to find a replacement for you. Giving your boss 2 weeks notice will help insure that you are leaving your job on good terms with your employer.
3.
 - Having something in writing makes your resignation official.
 - It forces you to put your decision into words.
 - Insures that you will be leaving on good terms.

Answers to

ALTERNATE ACTIVITIES

7

3. Answers should be possible solutions for each employee's problem. Sample solutions:
 - a. Alfonso should talk to his boss about a possible raise in pay.
 - b. Lulu should talk to her boss about a transfer to a different work area or department, or about the possibility of having her work more varied.
 - c. Milton should find out if he can get a bus to work or join a carpool.
 - d. He should try talking with the employees. If that doesn't work, he should talk to the boss.

8B

Answers to

ALTERNATE ACTIVITIES

3.
 - Figure out how much it costs you to live.
 - Find out how much money you will have available once you quit. Do this by adding together any money that you have in checking or savings accounts, any money still owed to you from your salary, and any additional income that you may have.
 - Figure out how long you can live on the money that you have. This will tell you whether you can afford to look for a job without working.

1. Student's letter of resignation should include:
 - The specific date that employee is leaving.
 - Where employee is going.
 - An expression of regret at leaving.
 - Good wishes to company.

Final examination and answers can be found
on pages 8D and 8E.

Answers to
Final Exam
Packet 8

1. See the answer to Check Your Knowledge #1, Packet 8, page 6. Answer can be found on page 8A of supplement. Can be any 6 of the reasons listed.
2. a. Ask for a raise.
- b. Try to find a bus or a carpool.
- c. Try to work things out by talking about it with him.
- d. Ask your supervisor if your work can be varied or if you can be transferred.

Ditto for student use →

8D

Final Exam
Packet 8

1. List 6 possible reasons for quitting a job.
2. For each of the following work problems, suggest a solution.
 - a. You feel you are underpaid.
 - b. Your car breaks down for good.
 - c. Your boss yells at you a lot.
 - d. You hate the work you do.

8D

Answers to
Final Exam
Packet 8

3. Make a list of reasons and ask yourself if any can be solved. Then, make a list of remaining bad points, and a list of good points. Ask yourself: do the bad points outweigh the good points?
4. Figure out how much it costs you to live. Figure out how much money you will have available once you quit. Figure out how long you can live on the money you have.
5. Can be any three of the following:
 - Call the chamber of commerce.
 - Call the state unemployment office.
 - Check with a few possible employers.
 - Check the newspaper ads.
6.
 - The date you plan to leave.
 - Where you are going.
 - Express regrets at leaving.
 - Express your good wishes to the company.

Ditto for student use →

8E

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Final Exam
Packet 8

3. Suppose you were thinking of quitting your job. How would you go about deciding?
4. How would you decide whether you can afford to quit your job?
5. List three ways to find out what the job market is like.
6. What 4 points should you make in a letter of resignation?

8E

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