

Name: _____

Employability Skills Area: Self-management and Time Management

Assignment Name: Time Management

Career Activity File — Work Ethics

Calculate how much it would cost a company if a worker is paid \$7.50 an hour, works five days a week, and comes in 15 minutes late each day.

1. How many minutes per week are wasted?

15 minutes x 5 days = _____ minutes wasted per week.

2. How many minutes per month are wasted?

_____ minutes per week x 4 weeks = _____ minutes wasted per month.

3. How many hours are wasted in one month?

_____ minutes per month / 60 minutes = _____ hours wasted per month.

4. How much money does the company lose each month in wasted time with that one worker?

_____ hours wasted per month x \$5.15 per hour = \$_____ lost per month.

5. How much money does the company lose in a year in wasted time with one worker?

\$_____ wasted per month x 12 months = \$_____ lost per year.

Note: 60 minutes = 1 hour

4 weeks = 1 month

12 months = 1 year

Employers trust their employees because they are dependable and hard working. But there are a small number of employees who are dishonest. The dishonest employees view the one time occurrence rather than the multiplier effect that can last over the year. Many businesses lose large sums of money from employees, and this can cause layoffs or prevent raises.

Directions: Read and solve each problem.

1. Mrs. Adams has extra-bright colored pencils for her students to use in the classroom. Sue Ann liked the pencils so much that she took one. Mrs. Adams pays 90 cents for a package of three. How much does one pencil cost? (a)_____ If six pencils were taken each month for seven months, how much money would Mrs. Adams be losing in pencils? (b)_____

2. Emily has a part-time summer job at a local ice cream shop. Mary, a friend, stops by three times a week to visit Emily. Each time she visits, Emily gives her an ice cream cone that costs \$2.50, free of charge. How much

money is the store losing each week when Emily fails to charge for the three cones? (a)_____ How much money is the store losing with Emily during the 10-week summer job? (b)_____

3. Jim works in a concession stand three nights a week for 22 weeks. He is allowed to have one free drink, the second drink at half price, and the third at full price. Jim averages three 50-cent drinks each time he works but does not pay for any. How much money is he not paying per week? (a)_____ For four weeks? (b)_____ For 22 weeks? (c)_____

4. Jose works in a different county than his girlfriend. He would call her long distance twice a day and talk an average of 15 minutes each call. Mr. Nelson, his employer, received his phone bill and noticed 40 calls that he did not make. How many minutes did Jose talk to his girlfriend? (a)_____ The employer's phone charge is five cents a minute.

How much money will Jose need to repay Mr. Nelson? (b)_____

5. Marie works an eight-hour day as a billing clerk in a small company. She has worked at the company for two years making \$8.52 an hour. Marie is normally 15 minutes late for work each morning. How much money is the employer losing per day with her stealing time? (a)_____ How much per a five-day week? (b)_____ How much per year (50 weeks, without vacation time)? (c)_____

6. Todd works at a convenience store and is not allowed to read the magazines during his shift. Todd takes, without paying, five \$4.50 magazines a month. What is the total amount he takes in one month? (a)_____ In six months? (b)_____