**Junior Cert Business Work and Employment Revision Ms M Walsh**

1. Explain the difference between work and employment:

Work is anything that requires effort; employment is anything you get paid for doing.

1. Give three reasons for unemployment in Ireland
   1. Economic Recession- Businesses closing down
   2. Technology doing the job of people
   3. Certain industries no longer have work for people- ex construction
2. The Labour Force is made up of:

All the people who are employed or unemployed but willing to work

1. Give 3 reasons for unemployment in Ireland
   1. Recession, businesses closing
   2. Fired due to gross misconduct
   3. Just recently qualified but no jobs available
2. Explain the term Shareholder

This is a person who buys shares in the company and they receive a dividend in return for their investment.

1. Explain the term “board of directors”

Elected by the Shareholders of the company to make decisions about the running of the company

1. Explain the term “managing director”

Elected by the Board of Directors to run the company on a daily basis and report back to the board

1. Give 3 responsibilities of an Employee
   1. Work the required hours as listed in the contract of employment
   2. Follow the rules of written contract
   3. Treat your employer with respect and loyalty
2. Give 3 responsibilities of an Employer
   1. Pay a fair days wage for a fair days work
   2. Provide safe and clean working conditions
   3. Treat employees with respect
3. Give 3 rights of an Employee
   1. To receive a fair days pay for a fair days work
   2. To receive a payslip
   3. Not to be discriminated against
4. Give 3 rights of an Employer
   1. To receive a fair days work for a fair days pay
   2. To be treated with respect and loyalty
   3. To decide on the aims of the business
5. Explain the term “self- employed”

To be self- employed means to own and run your own business

1. Give four rewards of being self-employed
   1. To keep all of the profit
   2. To make all of the decisions
   3. It is very satisfying to be your own boss
   4. You can choose your own working hours
2. Give four risks of being self- employed
   1. You may have unlimited liability if it is a Sole Trader
   2. You will work longer hours
   3. It may be difficult to take holidays or days off
   4. It’s hard to be good at all aspects of the business (eg-accounts)
3. List the steps involved in employing staff
   1. Do up a Job Description
   2. Advertise Job
   3. Employees send in a CV and letter of application
   4. Screening CV’s to pick out best candidate
   5. Interview
   6. Selection (pick best candidate)
   7. Induction (show them around, introduce them to staff)
4. List three ways of calculating an employee’s wages
   1. Time Rate (Hours x rate per hour)
   2. Piece Rate (Block layer gets paid block)
   3. Commission (Based on how much you sell- salesperson)
5. Explain the term “flexitime”

Where an employee can choose their own hours, within limits, once they work the full 40 hour week

1. Industrial Relations means

This is the relationship that exists between the employee and the employer

1. What is a Trade Union

It is a group that represents the workers and fights for better pay and working conditions for the workers

1. Give four reasons why workers might join a Trade Union
   1. Improve job security
   2. Protect your pay
   3. Improve working conditions
   4. Fight for employee rights when a dispute occurs
2. List three Trade Unions in Ireland and who might join them
   1. ASTI- Association of Secondary Teachers of Ireland
   2. TUI- Teachers Union of Ireland
   3. INTO- Irish National Teachers Association
   4. INO- Irish Nurses Association
3. Explain 3 main causes of Industrial Disputes in Ireland
   1. Pay
   2. Working Conditions
   3. Demarcation
4. What is a “Demarcation Dispute”

This is where a dispute arises because one worker is expected to do a job that is not in that persons job contract

1. List 3 forms of Industrial Action
   1. Unofficial or official strike
   2. Sit in (go to work but do not work)
   3. Work to Rule (do work you are contracted to do but nothing extra)
   4. Ban on Overtime (do work you are contracted to do but refuse to do overtime)
2. Picketing:

Walking up and down outside the workplace carrying placard signs, being careful not to block the entrance and not intimidate people

1. What’s the difference between an “official” and an “unofficial” strike

Official dispute has union backing and notice has been given to both the employer and the union.

Unofficial dispute does not have union backing

1. What is a Shop Steward

The person who represents the union in the workplace

* Collects subscriptions
* Represents workers in talks with management
* Brings information from workers to union head office and vice versa

1. Wages calculation**:**

Ann earns €792 for 36 hours

This week she works 45 hours

Overtime is paid at time and half for 1st 5hours

Overtime is paid at double time for remaining hours

PAYE at 41%

PRSI at 8%

Annual tax credits are €3640

Solution:

792/ 36= €22 per hour

Overtime (45-36 hours= 9hours)

1st 5hours overtime- time and half: 22 +11= 33x10hrs= 330

Remaining overtime- double time: 22+22= 44x 4hrs= 176

Total overtime= 330+176= €506

Gross pay= basic + overtime= 792 + 506= €1298

Organisational Chart:

**Shareholders**

**Board of Directors**

**Managing director/ chief executive**

**Finance manager/ production manager/ sales manager/HR manager**

31. Wages calculation**:**

Jill earns €800 for 40 hours

This week she works 45 hours

Overtime is paid at time and half for 1st 5hours

Overtime is paid at double time for remaining hours

PAYE at 41%

PRSI at 8%

Annual tax credits are €4,400

Pension €100

Savings €50

VHI €60