

Chapter 13 – Personnel

I-Summary

This chapter helped you learn about personnel. When you work for a company, your earnings consist of more than just your salary. Benefits like insurance, travel expenses, and release time are another part of a company's investment in you. Knowing how a company treats its people will tell you a great deal about the kind of place it is to work.

I-Quiz

1. Which of these is NOT an employee benefit?
 - A. holiday parties with free lunches
 - B. paid vacation and sick days
 - C. health insurance
2. What is the type of raise that rewards you for the quality of your work called?
 - A. a cost-of-living increase
 - B. a merit increase
 - C. a stock option
3. What type of benefit might you be eligible for if you are injured on the job?
 - A. worker's compensation
 - B. unemployment insurance
 - C. release time
4. What are business expenses that include transportation, lodging, and meals called?
 - A. tax write-offs
 - B. non-business expenses
 - C. travel expenses
5. What must the cause of an employee's unemployment be in order to be eligible for unemployment insurance?
 - A. being fired
 - B. no fault of their own
 - C. quitting

Answer Key

- 1. A**
- 2. B**
- 3. A**
- 4. C**
- 5. B**