

# Human Resource Management And Development

Topic:

**Employee Placement And Separations**



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# What is Placement?

- ◆ Staffing needs of organization can be met in two ways;
  - a) New hires from outside the firm.
  - b) Reassignment of current employees.
- ◆ **Placement** is the assignment or reassignment of an employee to a new job.

# Types of placement.

- Placement decisions can be classified into three major categories;
  - A. Promotions
  - B. Transfers
  - C. demotions

# A. Promotions

- ◆ A *promotion* occurs when an employee is moved from a job to another position that is higher in pay, responsibility and/or organizational level.

## Types of promotions

**Seniority based promotions:** when an employee is promoted due to the length of service with the employer.

**Merit-based promotions:** when an employee is promoted because of superior performance in the current job.

## B. Transfers

- ◆ *Transfers* occur when an employee is moved from one job to another position that is relatively equal in pay, responsibility, and/or organizational level

## C. Demotions

Demotions occur when an employee is moved from one job to another position that is lower in pay, responsibilities, and/or organizational level.

# SEPARATIONS

A **separation** is a decision that the individual and the organization should part. It may be initiated by the employer or the employee. Separation may be motivated by disciplinary, economic, business , or personal reasons.

## Types of Separations

- A. Temporary Leaves of Absence
- B. Attrition
- C. Layoff
- D. Termination

# Types of Separations

## **A. Temporary leaves of absence**

It means when employees sometimes need to leave their jobs temporarily. The reasons may include medical, family, educational, recreational, and other motives.

## **B. Attrition**

Attrition is the normal separation of people from organization as a result of resignation, retirement, or death. It is initiated by the individual worker, not by the organization.



# Types of Separations

## C. Layoffs

- Layoffs entail the separation of employees from the organization for economic or business reasons.
- It is initiated by the employer/ organization. This separation is mostly temporary, however, in worst cases may become permanent.

# Types of Separations

## D. Termination

- Employee be separated by termination of the employment relationship.
- Termination is broad term that encompasses permanent separation form the organization for any reason.
- Usually this term implies that the person was fired as a form of discipline.



**THANK YOU**