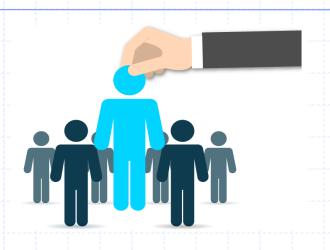
# Human Resource Management And Development

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