

Employee Separation & Retention

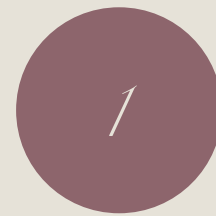
Employee Separation

- is the end of an employment relationship.
- a situation when the service agreement of an employee with the organization comes to an end and the employee leaves the organization.

Two types of separation:

1. Voluntary Separation
2. Involuntary Separation

Voluntary Employee Separation

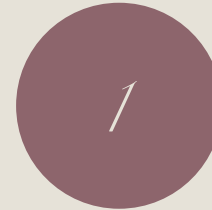


Professional reasons



Personal reasons

Involuntary Employee Separation



Health Problems



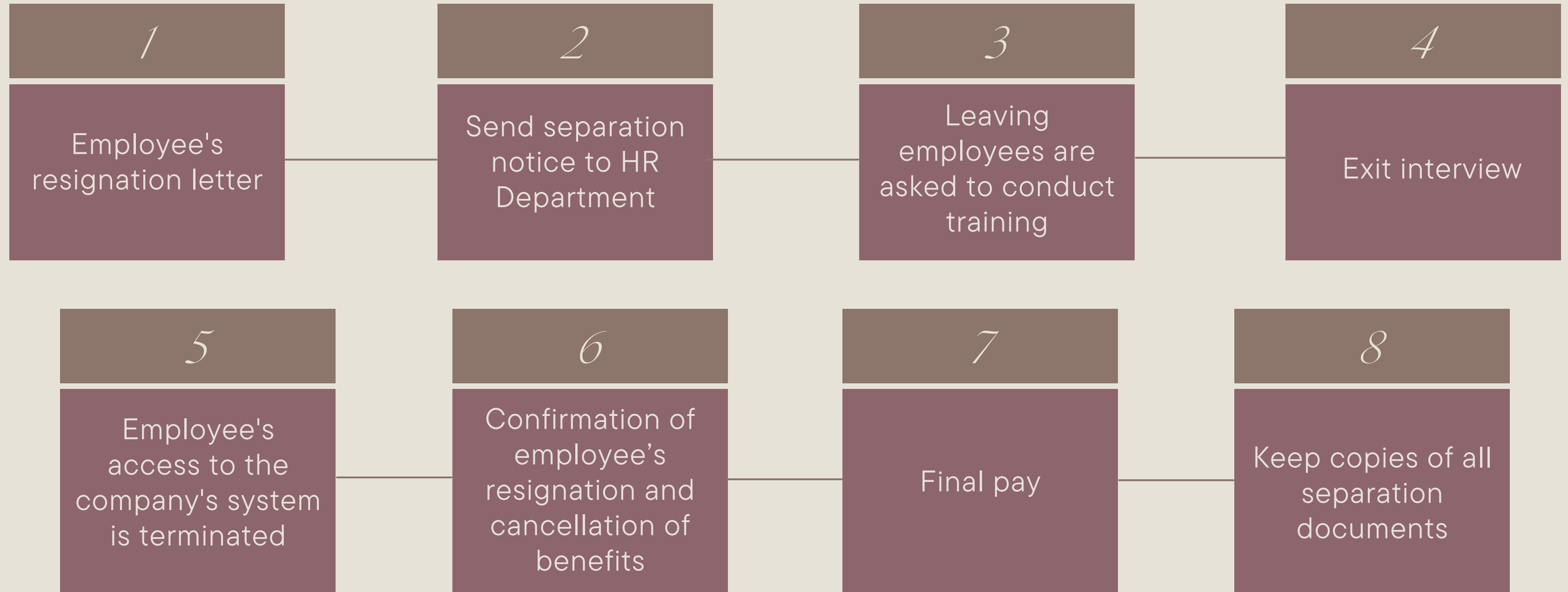
Behavioral Problems



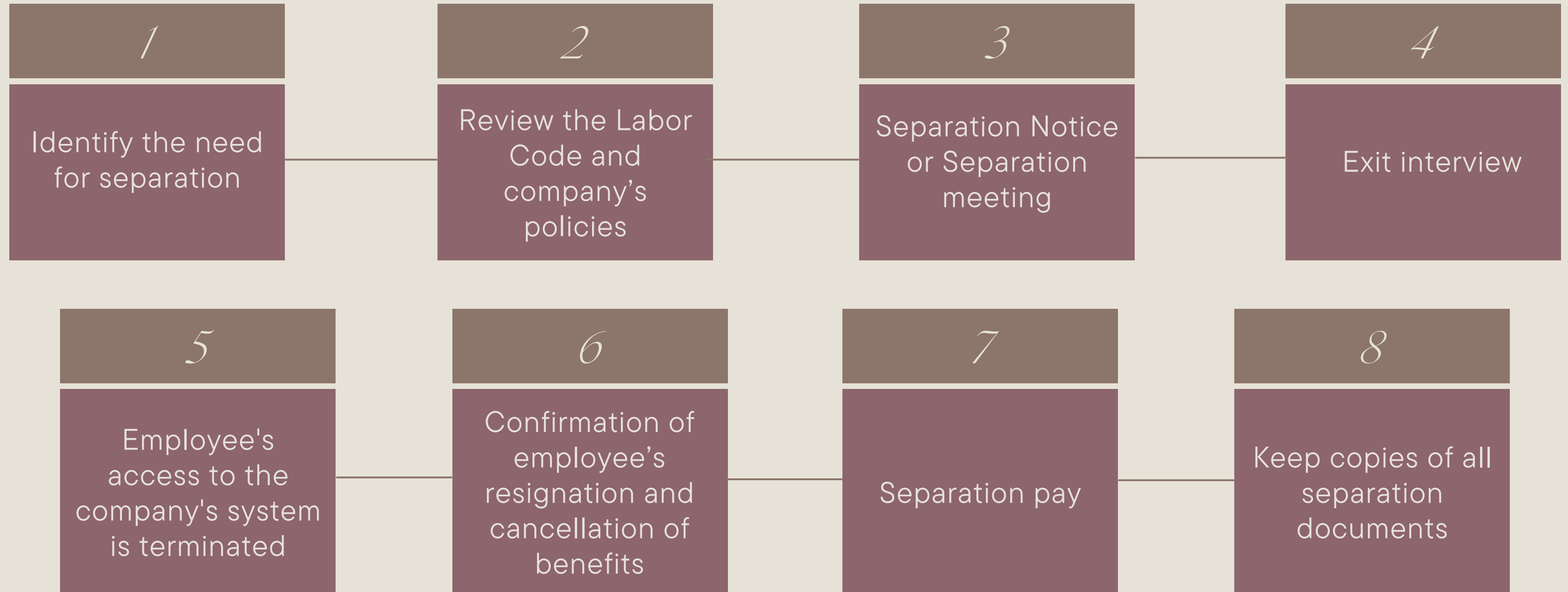
Organizational Problems

- Termination for cause
- Termination with Prejudice
- Termination without Prejudice
- Constructive Dismissal
- Wrongful Termination
- Layoff
- Retirement

Voluntary Separation Process



Involuntary Separation Process



PROS

- Reduced labor costs
- Replacement of poor performances
- The opportunity for greater diversity

- High cost for compensation
- May affect the morale of other employees
- Loss of re-hiring process

CONS

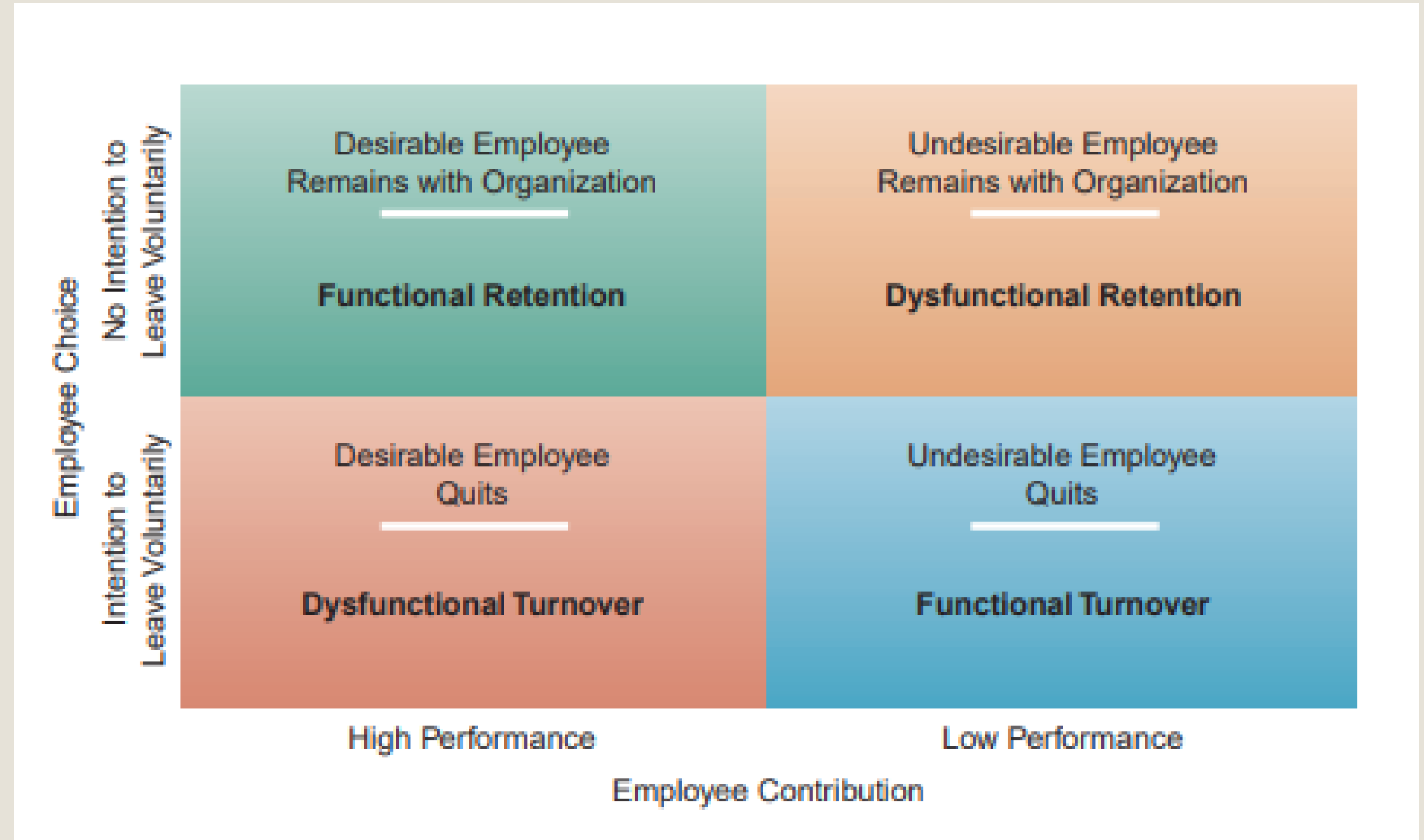


Employee Retention

is the set of actions designed to keep good employees once they have been hired.



WHO: Types of Employee Turnover and Retention



HOW: ASSESSING EMPLOYEE SATISFACTION

Human Resource
Practices that
Reduce Turnover

Table 7.2	<i>Human Resource Practices That Reduce Turnover</i>
HR Practice	Example of Effective Tactics
Staffing	<ul style="list-style-type: none">• Use realistic job previews• Provide growth and promotion opportunities• Select employees who fit with the organization
Training and development	<ul style="list-style-type: none">• Offer educational programs such as MBA• Provide sabbaticals and other learning opportunities
Career planning	<ul style="list-style-type: none">• Specify clear career paths
Compensation	<ul style="list-style-type: none">• Maintain competitive pay• Develop fair pay practices• Pay for learning new skills
Labor relations	<ul style="list-style-type: none">• Establish quick and fair grievance procedures• Facilitate conflict resolution among employees

5

Tools for Employee Retention in the Philippines

1

Conduct HR surveys

2

Make the employees feel that the company do care for them

3

Opportunities to showcase their talent at work and outside work

4

Contribute to employee development

5

Facilitate a work environment with open communication between employees and management

PROS

- Avoids and/or reduce hiring costs
- Reduces training costs
- Builds a team of skilled and experienced employees
- Creates a positive impact on customer services
- Fosters loyalty towards the organization amongst employees
- Facilitates smooth workflow of internal processes
- Enhances the quality and quantity of work produced

CONS

- Promotes groups amongst old employees which creates an insecure environment for new employees.
- Excessive liberty to staff just to maintain work affects both quantity and quality.
- Retaining non-delivering staff kills the productivity and creativity of knowledgeable employees.
- Retaining and complaining employees add the cost of the organization.
- Affluent employees who don't require a job rarely add value to the employee strength.

Thank you!

REFERENCES:

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