

Human resources (hr) termination of employment

[Business](#), [Human Resources](#)



6th June Human Resources (HR) Termination of employment may be either voluntary or involuntary. Involuntary termination is whereby the employee is fired or laid off. To be fired is mainly as a result of employee fault hence considered dishonorable and some view it as a sign of failure. I would emulate laying off of employees as opposed to firing them. Laying off of employee is less severe since it does not take place as a result of employee performance but rather it may be due to several factors for instance economic cycles, the firm may wish to move out of business, the company may be willing to restructure itself or even the organization may be willing to do away with a given product. While laying off my employee, I would first make them understand why am laying them off. It may be due to failure to meet what we had agreed should be done in the period of probation, in this case the dismissal will be fair since the employee understands the reason as to why he is being dismissed. Another form of fair dismissal that I would emulate is attrition. This entails evaluating workers on three key bases that includes their conduct, their capacity and the operational requirement of my firm. Attrition is mainly aimed at reducing the workforce. This implies that I will not force my employees to leave but rather I would give them option to resign and in return pay them. This may be a few years salary in advance. This is a fair mean to dismiss employees since they leave happy and in case the posts they were occupying begins to function, they are free to come back to work. To ensure the success of my firm, I will emulate the aspect of psychological contract. This entails creating a strong relationship between employees and the employer. Most importantly, psychological contract ensures mutual expectation of incomes and outcomes by the parties (Wood

and Jack 24). In any firm psychological contract creates balance between the treatment of the employee by the employer and what the employee contributes on his or her job. Unfair dismissal occurs when a fair work commission notices that the dismissal was harsh and unjust. Additionally, it occurs when the dismissal was not an outcome of genuine redundancy. Some of the major offences that can read to employee dismissal include poor discipline, dishonesty, theft of company assets and continually missing work. Similarly less serious offense such as kicking or slapping a fellow worker or ignoring direction of another worker can cause a dismissal. During the dismissal process, employment provisions are followed. Secondly, employees are told the problem. Thirdly, the employees are advised that they have a choice of having a representative during the disciplinary meeting. Fourthly, the employer investigates the misconduct without being impartial. After being given an opportunity to respond, an employer may decide to dismiss the employee based on the seriousness of the offense. Some employees are given a trial period. During this period, an employee may raise grievances but the employer should not consult such an employee before the end of trial period. In addition to gender discrimination, employees are sometimes discriminated against their races, origin and religion. It is imperative to note that employer should avoid any form of discrimination. On the other hand, employees who experience any form of discrimination should take legal action. An exit interview is both important to an employer and employee. In my organization, I would carry out an exit interview because it prevents occurrence of legal conflicts in future after the departure of the employee. In case where the employee gets a job with a competitor he should not disclose

any trade secrets. This can only be possible if there is an exit interview prior to departure of an employee. If the employee had signed an agreement at the time of employment, then it is necessary to review the document before the employee leaves to avoid eventualities. This would assist both the employer and employee to discuss areas of uncertainty before departing. An exit interview also makes the employee know that he has post-employment obligations to adhere to. The employee will also sign a document to act as an exhibit that he has re-affirmed the obligations he had made earlier. The exit interview is imperative in providing the employer with a chance to make the employee to keep all the trade secrets transacted during his period at work. Other benefits of exit interview is that it ensures retention of major knowledge within a firm, it is inexpensive and quick as well as creating a good image of the employer on the eyes of outgoing worker. Additionally, it allows the employer to identify major areas that leads to high rate of turnover. This is very important because it will prevent unfair competition. The exit interview will also allow the employee to leave the property that belonged to the organization into the custody of the employer. The exit strategy also gives the employer an opportunity to thank the employee for the services rendered, this is important since the employer may require the employee in future. The key stages to be followed in managing redundancies include developing a strategy for both the employee who are leaving the organization and also those who are being left in the organization. This is essential since it gives the employer control over which, when and to whom information will be released. The next stage is minimizing redundancies and in this after coming up with a strategy an employer must minimize the job

cuts. This will allow the flexibility through re-evaluating working hours. The next stage is the selection of the people and their positions. In this the actions include determining which method to use to fill the posts. The fourth stage is notification where the manager announces restructure or redundancy as a result of unpleasant duties. Carver and Scheier 40, argue that this is as per the organization best interests towards the organization. Next is the selection of an outplacement provider whose duty is to make the employee undergo the transition and avoid the panic. The next stage is stabilization and this entails paying attention to the employees to whom the future of the organization depends. Their emotional response should be understood and should be assisted to cope with change. The final stage is evaluation which entails checking whether all the steps put into place are effective. This means that the employer should develop a clear policy which will be followed by the remaining employee. Works Cited Carver, C and Scheier, M. *On the self-regulation of behavior*: New York, Cambridge University Press, 2001. Print. Wood, D and Jack M. *Organisational Behaviour: A Global Perspective*. London: Wiley, 2004. Print.