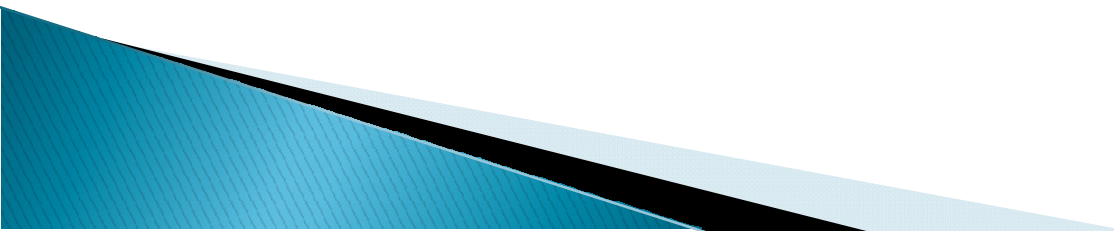
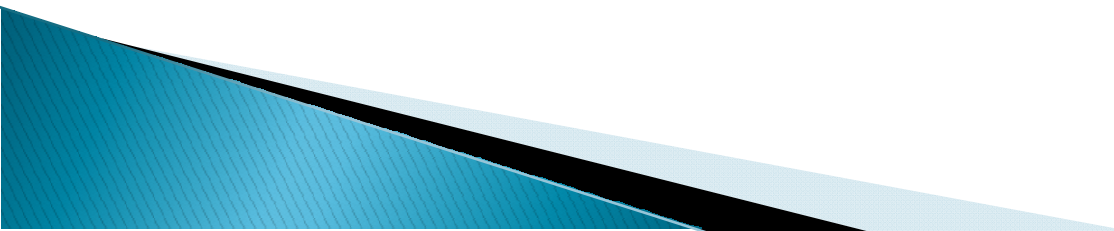
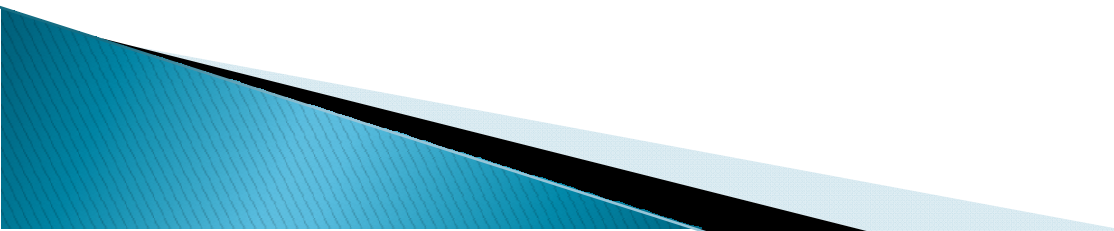


- ▶ COURSE:B.COM
 - ▶ SEMESTER :IV
 - ▶ PAPERCODE/NAME: CC410(HUMAN RESOURCE MANAGEMENT)
 - ▶ TOPIC: JOB CHANGES – TRANSFER & PROMOTION
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INTRODUCTION

- Mobility & flexibility in the workforce are necessary to cope with the changing requirements of an organisation.
 - Job changes provide necessary flexibility as employees move from one job to another through transfers, promotions and demotions.
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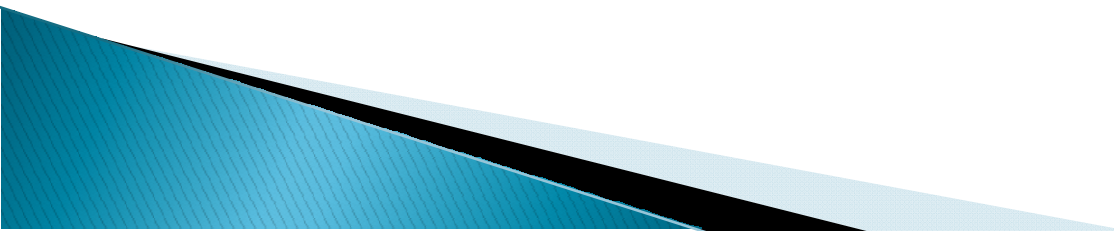
WHY JOB CHANGES ?

- ▶ Changes in technology resulting in rise in job demands.
 - ▶ Changes in organisation structure involving job redesign, job regrouping etc.
 - ▶ Changes in the knowledge ,skills, aptitudes and values of employees.
 - ▶ Social and cultural changes in the region.
 - ▶ Problem of maintaining interpersonal relations.
 - ▶ Introduction of new products and processes and stoppage of existing product and processes.
 - ▶ Problem of maintaining interpersonal relations
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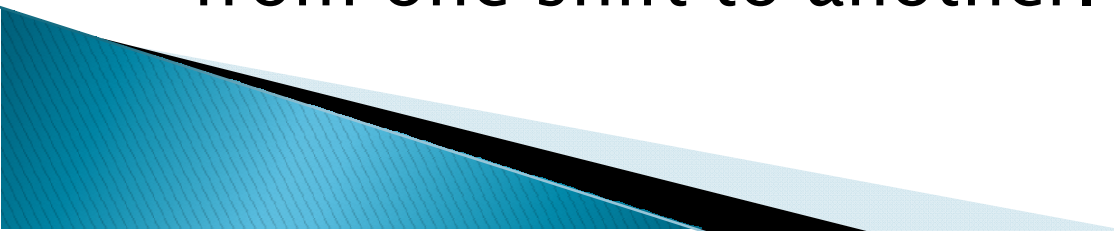
JOB CHANGES – TRANSFER

- ▶ It refers to a horizontal or lateral movement of an employee from one job to another in the same organisation without any significant change in status.
 - ▶ It has been defined as “ a lateral shift causing movement of individuals from one position to another usually without involving any marked change in duties, responsibilities, skills, needed or compensation”.
 - ▶ It may be within the same department or across departments.
 - ▶ It may be **temporary** or **permanent**.
- 


NEED AND PURPOSES OF TRANSFER

- ▶ To meet organisational needs.
 - ▶ To satisfy employee needs.
 - ▶ To utilise employee needs.
 - ▶ To adjust the work force.
 - ▶ To provide relief
 - ▶ To make the employees more versatile.
 - ▶ To punish employees.
 - ▶ To reduce conflicts.
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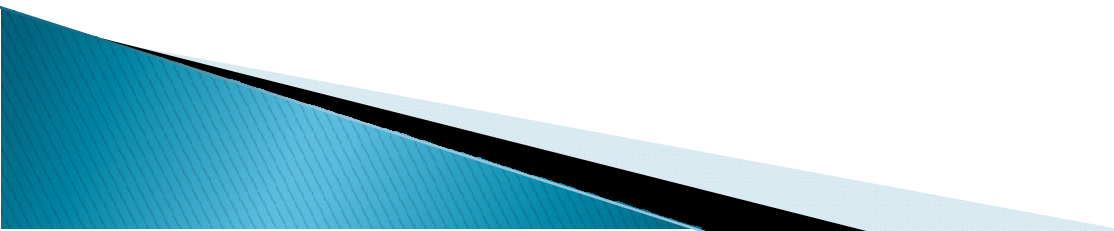
TYPES OF TRANSFERS

- **Production transfers** – Transfers caused due to change in production.
 - **Replacement transfers** – Transfers caused due to replacement of an employee working on the same job for a long time.
 - **Shift transfers** – Transfers of an employee from one shift to another.
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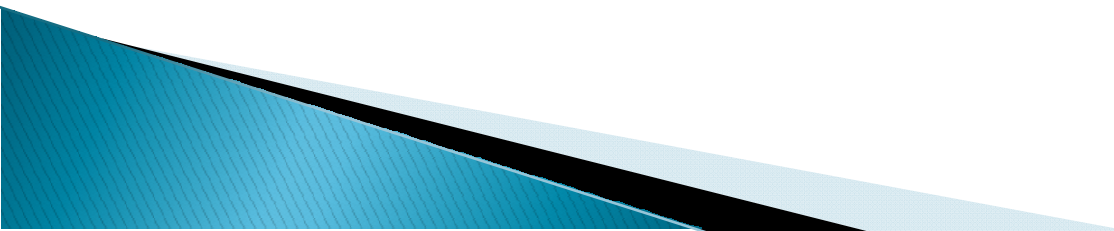
TYPES OF TRANSFERS

- **Rotation transfers** – Transfers initiated to increase the versatility of employees.
 - **Remedial transfers** – Transfers initiated to correct the wrong placements.
 - **Penal transfers** – Transfers initiated as a punishment for disciplinary action of employees.
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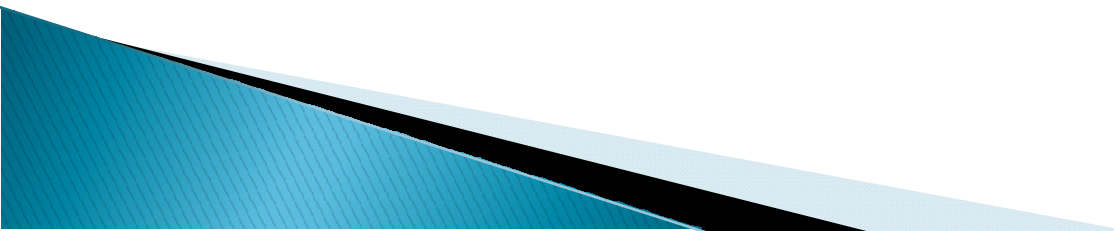
BENEFITS OF TRANSFER

- ▶ Increase in productivity and effectiveness of the organisation.
 - ▶ Greater job satisfaction to employees
 - ▶ Improve employee skills
 - ▶ Improve labour relations
 - ▶ Avoid monotony and boredom
 - ▶ Stabilise fluctuating work needs
 - ▶ Develop employees for future promotions
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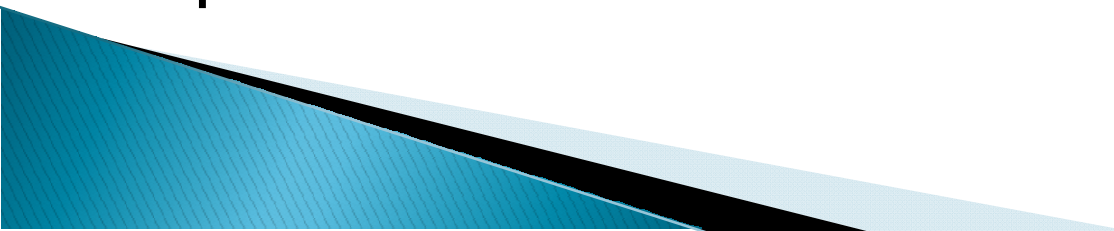
TRANSFER POLICY

- ▶ It should clearly specify the types of transfer & the circumstances under which transfer will be made.
 - ▶ It should prescribe the basis for transfers.
 - ▶ It should indicate the executives responsible for initiating and approving the transfers.
 - ▶ It should be put in writing
 - ▶ It should be communicated and explained to employees.
- 


JOB CHANGES – PROMOTION

- ▶ It refers to **upward movement** of an employee from current job to another that is higher in pay, responsibility and /or organisational level.
 - ▶ It brings enhanced status ,better pay, increased responsibilities and better working conditions to the promotee.
 - ▶ According to **Scott and Spreigal** “ A promotion is the transfer an employee to a job that pays more money or that enjoys some preferred status”.
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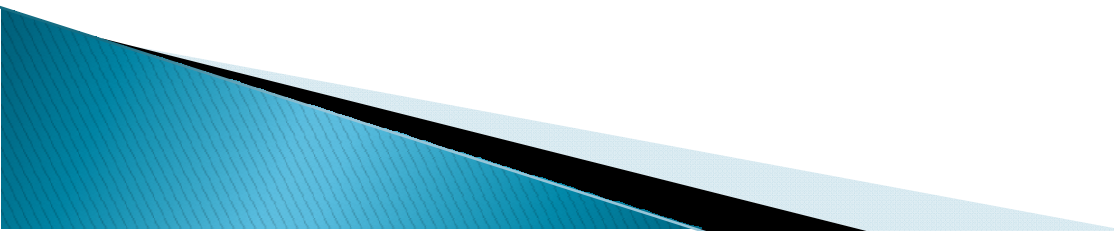
PURPOSE & ADVANTAGES OF PROMOTION

- ▶ To attract competent and suitable employees for the organisation.
 - ▶ To retain skilled and talented employees.
 - ▶ To boost the morale and sense of belonging of employees.
 - ▶ To utilise more effectively the knowledge and skills of employees.
 - ▶ To recognise an employee's performance & commitment & motivate him towards better performance.
- 

CRITERIA FOR PROMOTION

- **Merit – based promotions** : – It occurs when an employee is promoted because of superior performance in the current job. Merit here includes individual's skills ,knowledge, abilities etc.
 - **Seniority – based promotions** :-It refers to the relative length of service in the same organisation. Promoting an employee who has the longest length of service is often widely welcomed by unions because there is no scope of discrimination,favouritism and subjective judgement.
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CRITERIA FOR PROMOTION

- **Seniority cum Merit Promotion Policy :-** It compels talent to step out of a firm in frustration. Merit based promotions demotivate seniors who remain loyal to their jobs. A sound promotion policy should be based on a combination of both seniority and merit. A proper balance between the two criteria can be created in many ways like by assigning relative weightage to seniority and merit.
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THANK YOU