

Retirement Intentions Report for 1st Quarter

Julia May, HR Department

Executive summary

John Readings constantly engages in human resource planning (HRP). HRP involves succession planning, performance management and development and learning management, as well as researching employee aspirations and intentions. This Retirement Intentions Report collates information from various sources to show that currently, the company has two members of staff (from the Retail Sales Team) who are ready to retire now, and another two in the Retail Division contemplating retirement/resignation.

One other member of staff has resigned while another is under investigation for alleged misconduct, which has a worst-case outcome of dismissal.

Background

Every three months, HR gathers information from staff on the following issues:

A	Morale and organisational climate
B	Job satisfaction
C	Learning and development requirements
D	Retirement/resignation intentions

HR does this by:

A	Survey questionnaires hand delivered or delivered by telephone
B	Direct interviews with staff
C	Indirect/informal interviews with staff
D	Performance review documentation

Results

Retirement

Two members of staff within the Retail (Sales) Division have indicated that they will be retiring in the immediate future (within three months). One position is in Melbourne and the other is in NSW. Two other members of staff in customer service have indicated that they are ready to retire, but will be doing so in around 12 months.

Resignations

One member of staff from the online business team has tendered their resignation effective next month.

Potential Dismissal

An incident is currently under investigation with a worst-case scenario of dismissal of an existing member of staff should the facts of the incident and the circumstances warrant. No decision has been taken at this point. This comment is made purely for information purposes.

You are required to keep this information strictly confidential.

Options for action

As you are aware it has been proposed that, with the retail restructure there may be up to six less positions within the Melbourne stores associated with the 'regionalisation' of the customer team and in line with the online expansion plans for the company. Early indications show that up to 20 members of the retail team in Melbourne appear willing to take up redeployment, with more than 30 in NSW.

This still leaves a large number of potential redundancies should the organisation not be able to find alternatives to termination for these staff.

The resignation in Customer Service may well be treated as usual. That is, the position may be reviewed for relevance and opportunity for improvement before a decision to recruit is taken.

The investigation within Customer Service of an incident with the public may mean another vacancy will occur depending on circumstances. This position may be filled from existing staff (who have been identified) to ensure career path planning and career development are realised.

A meeting to discuss the restructure and potential numbers involved is scheduled for this Friday at 10:00am. All general managers are requested to attend in the 2nd floor meeting room.