



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

## **SCHOOL OF BUSINESS AND ECONOMICS**

DEPARTMENT OF HUMAN RESOURCE

UNIVERSITY ORDINARY EXAMINATION

2023/2024 ACADEMIC YEAR

**FIRST YEAR SECOND SEMESTER EXAMINATION FOR DIPLOMA IN  
HUMAN RESOURCE MANAGEMENT I (TVET)**

HRM/OS/BUS/CR/11/6: EMPLOYEE SEPARATION I

DURATION: 2 HOURS

### **INSTRUCTIONS TO CANDIDATES:**

1. Answer Question one and any other two questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

## **SECTION A: ANSWER ALL QUESTIONS IN THIS SECTION**

1. Define the following terms: downsizing, dismissal, retrenchment, redundancy and layoff (5 marks)
2. Highlight five reasons that may lead to retirement of employees (5 marks)
3. List five challenges associated with downsizing. (5 marks)
4. State five factors that are responsible for dismissal of workers (5 marks)
5. Give five elements that an employer should take into consideration during involuntary separation (5 marks)
6. Outline five causes of redundancy (5 marks)
7. Highlight five factors that may necessitate a layoff (5 marks)
8. List five items that should be considered when writing a resignation letter. (5 marks)

## **SECTION TWO: ANSWER ANY THREE QUESTIONS**

- 9.**
- a) Employee separation can either be voluntary or involuntary. Discuss five reasons that may lead to voluntary separation of workers (10 marks)
  - b) Explain five reasons that can lead to involuntary separation of workers (10 marks)
10. a. Discuss five conditions that must be followed by employers when they terminate an employee on account of redundancy. (10 marks)
- b. Briefly discuss five techniques that can be adopted by employers to retain workers in an organization (10 marks)
11. a. Retirement is the withdrawal from one's position, occupation or active working life. Outline the five stages of retirement. (10 marks)
- b. Draft a resignation letter from the position of an office administrative assistant (10 marks)
12. a. An end of contract occurs when one of the parties who has willingly entered into a contract or business deal with the other party ends the agreement for various reasons. Discuss five terms that describe the end of a contract. (10 marks)
- b. Discuss the role of a human resource manager in reducing redundancy. (10 marks)