

For Comments Only

BUREAU OF INDIAN STANDARDS

Draft Indian Standard

**Human Resource Management —
Turnover and Retention Metrics**

ICS 03.080.30

Not to be reproduced without the permission of BIS or used as Standard	Last Date for receipt of Comments is June 2024
---	---

NATIONAL FOREWORD

(Formal clauses to be added later on)

The text of the International Standard has been approved as suitable for publication as an Indian Standard without deviations. Certain conventions are, however, not identical to those used in Indian Standards. Attention is particularly drawn to the following:

- a) Wherever the words 'International Standard' appear referring to this standard, they should be read as 'Indian Standard'.

In the adopted standard, normative reference appears to an International Standard for which Indian Standard also exists. The corresponding Indian Standard, which is to be substituted in its places, is listed below along with their degree of equivalence for the edition indicated:

<i>International Standard</i>	<i>Corresponding Indian Standard</i>	<i>Degree of Equivalence</i>
ISO 30400: 2016, Human resource management — Vocabulary	IS/ISO 30400: 2022, Human resource management — Vocabulary	Identical

Note: The technical content of the document is not available on website. For details, please refer the corresponding ISO/TS 30421: 2021 or kindly contact:

Head
Management and Systems Department
Bureau of Indian Standards
Manak Bhawan, 9, B.S. Zafar Marg
New Delhi – 110 002
Email: msd@bis.org.in
Telephone/Fax: 011-23231106

Scope

This document describes the elements of workforce turnover and retention and provides comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the turnover and retention data, especially when deciding on the appropriate intervention internally and when reporting this to external stakeholders (e.g. regulators, investors).

Introduction

As well as understanding the workforce requirements (ISO 30400:2016, 10.1) of the organization (ISO 30409) and how to bring the right people into the organization to fill vacancies (ISO 30405; ISO/TS 30411), it is also important that the employee resourcing team is competent in retaining an optimal mix of employees. This means ensuring that the right people don't leave the organization and consequently create vacancies that need filling, with the impact that has on job satisfaction, economy, efficiency and effectiveness of the organization's operations.

A central requirement in the design of this document is to provide practitioners with a standard tool to determine crude turnover and retention with a view to further segmentation of the workforce over several years. Both the metric and the interpretation of the metric in context should be used. This document includes a description of assessments that lead to numeric results of corresponding indicators and a description of calculation methods for the quantitative metrics.

The provided metrics and indicators are intended to assist the practitioner in the recruitment, line management support and workforce planning function of human resources. Included in this specification is the definition, the assembly and documentation techniques required to produce them.

This document contains a description of the internationally accepted metrics and indicators which describe the turnover rate and measures for the retention of workforce in organizations.

Recognizing that organizations operate differently, this document allows for variance within organizations while still providing a robust methodology. It enables a comparison of the turnover and retention of hires between organizations, and divisions within an organization.

The turnover of the workforce in organizations is observed, analysed and described as follows:

Workforce turnover refers to the proportion of employees, contractors and contingent or temporary labour leaving the organization over a defined period, usually a year, and is expressed as a percentage of total workforce numbers. At its broadest, turnover encompasses leavers both voluntary and involuntary. It is possible to calculate turnover by categorising voluntary and involuntary leavers by reason for leaving, i.e. redundancy, retirement, resignation or dismissal.

Workforce retention relates to the extent an organization retains its workforce. It is measured as a proportion of a workforce's specified length of service, typically one year or more, expressed as a percentage of overall workforce numbers.

In describing and defining turnover and retention in organizations, this document highlights issues that should be considered when determining the nature and extent of any intervention for turnover and retention. The discussion focuses on the care required in the interpretation of metrics.

These issues include the need to understand the external operating environment. Possible relevant factors include the employment levels in the area or industry sector; supply of the requisite skills; labour mobility trends, migration, skills and competitor activity (which can include other sectors when competing for scarce transferable skills).

There are also issues internal to the organization that impact turnover and retention. These can include hygiene factors around the work itself or more subtle cultural and socio-legal factors that make an organization an attractive place to work. The organization can have a change in strategic direction or a reorganization, requiring considerable changes in the composition of the workforce's skills and competencies. There can also be issues around leadership, the quality of the managers and the practice of people management across all teams, notwithstanding the espoused policies and procedures.

While these internal and external issues can impact turnover, it is important to understand that not all turnover is bad. There is always a steady level of staff attrition due to retirement, illness and so on, circumstances and conditions under which the organization has little or no control. Also, a certain amount of functional turnover is desirable because it addresses removal of poor performance, savings on wages, progression of other employees and the entry of new ideas, talent and skills into the organization. The issue is whether the personnel movements are anticipated and aligned to the workforce plans of the organization.

The focus for organizations is on a subset of turnover – where a lot of employee turnover is in the category of dysfunctional or regrettable turnover, i.e. departures that have a negative effect on a company in terms of loss of skills and knowledge. Where there is dysfunctional turnover, the organization must manage consequences like replacement staffing costs, lost productivity and negative effects on the remaining colleagues.

This document aims to:

- 1) identify key data points required for the measurement of turnover and retention of staff;
- 2) provide the metrics for turnover and retention to be used internally or externally for the purposes of benchmarking and comparison;
- 3) highlight the contextual data required to interpret the turnover and retention so that the appropriate interventions can be explored by the organization to manage turnover and retention.