

A MEMO REPORT

TO: David Kaplan
FROM: Elizabeth Martinez
Kevin Lee
DATE: October 25, 20--
SUBJECT: Employee Turnover and the Issue of Child Care

The purpose of this report, which you requested, is to show that turnover among working parents may be positively affected by the introduction of a child-care program. The topics covered in this report include the importance, options, and implementation of the program.

Turnover reduction can be addressed in many ways. This report focuses on providing a child-care program as a means of reducing turnover. In addition to secondary research, personal interviews were conducted and integrated into the report.

Importance

Should an employer be concerned with the child-care problems of employees? In one study's sample of working parents, 17% had quit a job because they could not find adequate child care and 65% said they could not work without child care (Whitlow et al. 28). Since turnover is costly in time and money, an employer should be concerned with employees' child-care problems.

Costs of Turnover

It costs an employer \$6,000 per person to hire a new employee (Lubin et al. 43). This fact makes it pertinent for the employer to be assured of a long working relationship with each employee. Turnover costs average 1.5 times the annual salary of the position vacated, and of these costs 80% are hidden costs, such as the inefficiency of departing employees (Parks 58). The results of turnover problems in addition to rising training and development costs, deteriorating customer relations, and sinking reputations of companies include added costs of turn-over, poor morale among the best employees, and overworked human resources departments (Parks 58). The employer must be concerned with losses to the company of money, efficiency, productivity, and competitiveness.

How To Write A Memo Report

Maggie Jones



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Edition continues to provide a comprehensive coverage of the morphology of the design process. It gives a holistic view of product design which has inputs from diverse fields such as aesthetics, strength analysis, production design, ergonomics, value analysis, reliability and quality. Taguchi methods and quality with six sigma and computer applications in design and manufacturing. The topic of new product development which is carried out in pre market phase has been discussed in detail. In addition, analysis of product life cycles and forecasting models in post market phase has been carried out in detail. The text discusses the importance and objectives of design for environment. Many examples have been provided to illustrate the concepts discussed. The book is primarily intended as a text for students of Mechanical Engineering, Production Engineering and Industrial Design and Management. It will also prove handy of practising engineers. KEY FEATURES: Appendix F on use of Autodesk AutoCAD has been illustrated through an example. Appendices A to F are very important and useful additions to the book. The provision of Answer Key to Review Questions pertaining to all the 17 chapters of the book. Classification of Products into Convenience Products, Shopping Products, Specialty Products with a more detailed coverage on Industrial Products. Defines the latest concept of Product Lifecycle Management. Describes use of Autodesk AutoCAD for solid modelling. A Question Bank comprising 51 Questions has been appended at the end of this book to provide information in a question answer form about the latest developments in Concepts in Engineering Design as per latest syllabi. Chapter 17 on Design for Environment has been recast considering the present developments in this area. **How to Write for the World of Work**

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