REPORT

Oakville Public Library Board

Meeting Date: July 28, 2022

FROM:	Oakville Public Library
DATE:	July 19, 2022
SUBJECT:	**Employee Retention and Turnover Metrics Report – July 28, 2022**

RECOMMENDATION:
That the Employee Retention and Turnover Metrics report be received for information.

KEY FACTS:
The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) regularly reviews employee retention and turnover to support its commitment to attracting and retaining talent.

- OPL has seen a turnover rate trending slightly higher compared to previous years, however the reason for turnover is broader.

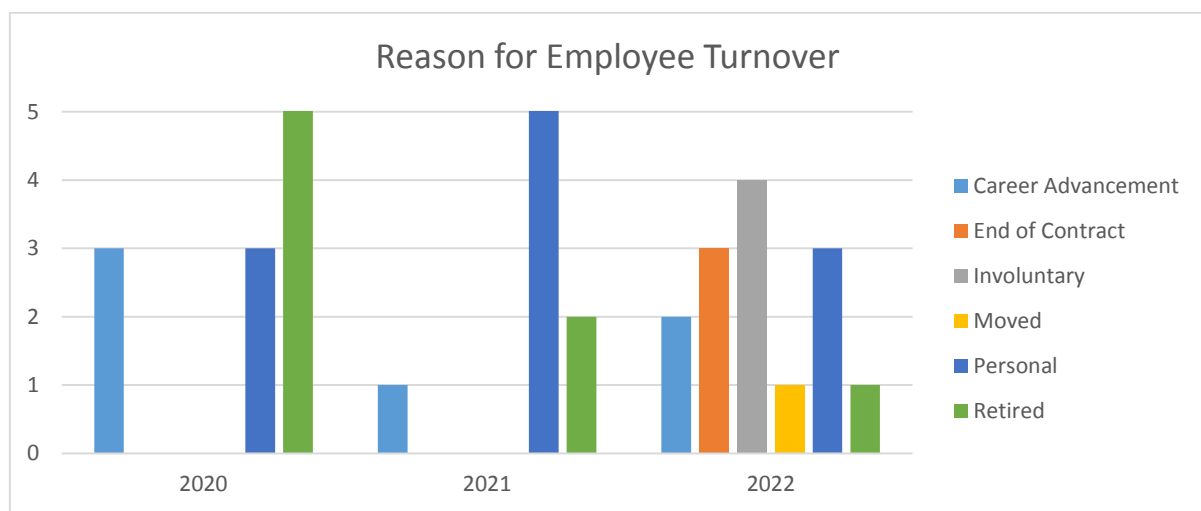- COVID-19 continues to play a factor in the turnover for 2022.

BACKGROUND:
As of Q2 2022, we have received 14 resignations as indicated in Chart 2.

To date, we are seeing various reasons for resignation unlike previous years which more focused on retirement and personal reasons. We continue to see an abundance of library career opportunities on the market due to the impact of COVID-19, and this most likely will impact our retention for the latter part of the year. OPL continues to support the promotion of staff where possible and is pleased by the number of internal promotions that have occurred in 2022. However, this does provide added challenges related to the corresponding cascade which is one of the key drivers of OPL's projected surplus.

Chart 1: Turnover Rate

Turnover Rate % (as of June 30)	
2020	7.95%
2021	8.15%
2022	10.69%

Chart 2: Reasons for Turnover

Reason for Employee Turnover

Legend: Career Advancement, End of Contract, Involuntary, Moved, Personal, Retired

Chart 3: Status/Turnover   Employment Rate

Employment Status	
Full-time	6%
Part-time	13%
Casual	16%

Chart 4: Retention

Retention Rate % (Q1 2022)	
	85%

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Definitions

- Retention Rate % calculation - # of staff with 1+ years *100/# of employees at the beginning of a period (January 1)

- Turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

- Personal – Defined based on Service Canada's Record of Employment (ROE) with the exception of Career and Retired

- Employment status/turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, CEO