

REPORT

Oakville Public Library Board

Meeting Date: May 16, 2024

FROM: Oakville Public Library

DATE: May 7, 2024

SUBJECT: Employee Retention and Turnover Metrics – May 16, 2024

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's turnover rate of 2.16% for Q1 2024 is inline with Q1 2023's 2.27%.
- The primary reason for separation in Q1 2024 was due to end of contracts.

BACKGROUND:

As of Q1 2024, we have a total of 3 employees who have separated from OPL as indicated in Chart 2.

OPL has seen an increase in short-term temporary contracts to support leaves of permanent staff. As a result, the primary reason for separation for Q1 2024 was due to the end of contracts for those short-term temporary contracts.

OPL is not seeing the same retirement trend as previous years to date. In reviewing the retirement projections for 2024, OPL is projecting a similar number of retirements as seen in 2022.

Overall, OPL is projecting a similar number of separations in 2024 as the previous year. This is based on the consistent turnover rate seen over the last five years. On average, OPL's turnover rate is 18%. OPL considers this to be a healthy attrition rate due to the high number of part-time staff within the organization.

Chart 1: Turnover Rate

Turnover Rate % (as of March 31)	
2022	5.38%
2023	2.27%
2024	2.16%

Chart 2: Reasons for Turnover

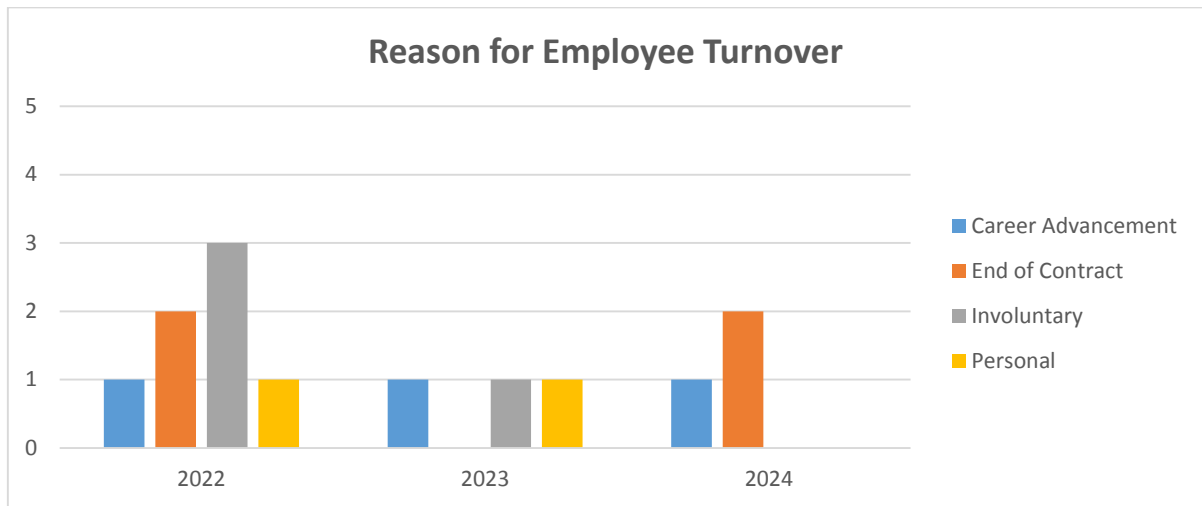


Chart 3: Employment Status/Turnover Rate

Employment Status	
Full-time	0%
Part-time	2%
Casual	0%

Chart 4: Retention

Retention Rate % (Q1 2024)
83%

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)

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