

# REPORT

## Oakville Public Library Board

Meeting Date: October 17, 2024

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**FROM:** Oakville Public Library

**DATE:** October 8, 2024

**SUBJECT:** Employee Retention and Turnover Metrics Report – October 17, 2024

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### **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 the separation rate trending slightly lower to previous years. The majority of voluntary separations were due to end of contracts for which there were no further opportunities to retain the temporary staff.

### **BACKGROUND:**

As of Q3 2024, OPL had a total of 13 employees who separated as indicated in Chart 2.

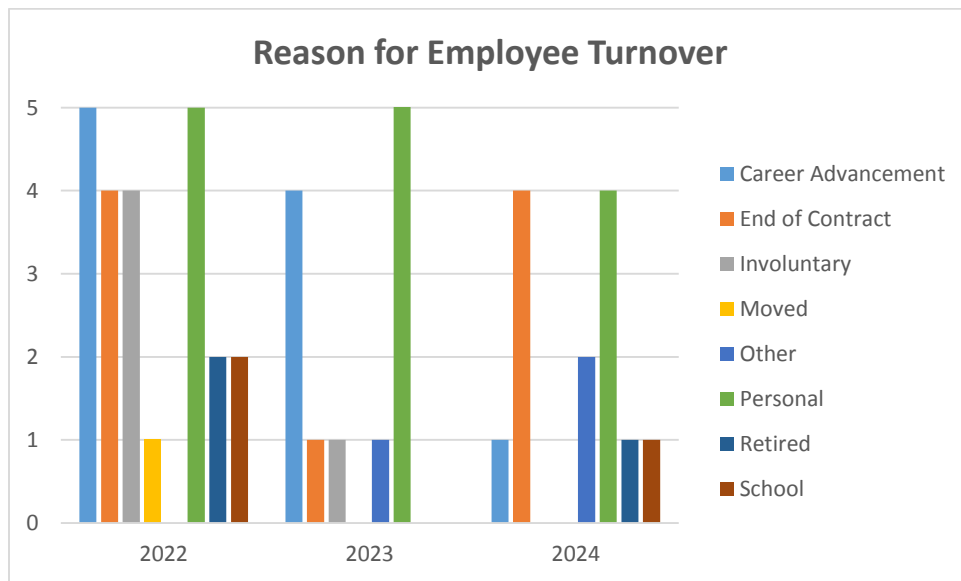
To date, OPL has seeing a decrease in voluntary separations from OPL in comparison to previous years. The two primary reasons for voluntary separation in 2024 are: End of Contract and Personal. The contracts were replacements for permanent staff and no further opportunities were available for those contract employees upon completion. In addition, OPL continues to see Personal as a primary reason for separation as in pervious years. The reasons for Personal range from outside of work life commitments and seeking different opportunities outside of the library sector.

While OPL has stabilized its turnover rate since over the last year, OPL continues to expect separation as it recognizes both personal growth and transitions, such as retirement and career advancement, for employees. OPL will continue to monitor the reason for separation to ensure a healthy retention rate.

**Chart 1: Turnover Rate**

Turnover Rate % (as of Sept 30)	
2022	17.56%
2023	12.88%
<b>2024</b>	<b>9.35%</b>

**Chart 2: Reasons for Turnover**



**Chart 3: Employment Status/Turnover Rate**

Employment Status	
Full-time	1%
Part-time	6%
Casual	1%

#### Chart 4: Retention

Retention Rate % (Q3 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)
- Reasons for separation:
  - Personal – Defined based on Service Canada’s Record of Employment (ROE) with the exception of Career and Retired
  - Other – Defined based on Service Canada’s Record of Employment to account for exceptional circumstances (i.e. Death)
- Employment status/turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

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