

REPORT

Oakville Public Library Board

Meeting Date: July 18, 2024

FROM: Oakville Public Library

DATE: July 9, 202094

SUBJECT: Employee Retention and Turnover Metrics Report – July 18, 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 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 Q2 2024, OPL had a total of 8 employees who separated as indicated in Chart 2.

To date, OPL has seeing a slight decrease in voluntary separations from OPL as previous years. The primary reason for separation is “End of Contract” in 2024. The contracts were replacements for permanent staff and no further opportunities were available for those contract employees upon completion.

The remaining separations were considered as natural attrition for the organization based on turnover rate percentage (Chart 1) seen year-over-year except for the passing of Folarin Agbaje which is reflected under the “Other” category. While OPL has stabilized its turnover rate since 2023, 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 June 30)	
2022	11.45%
2023	6.82%
2024	5.76%

Chart 2: Reasons for Turnover

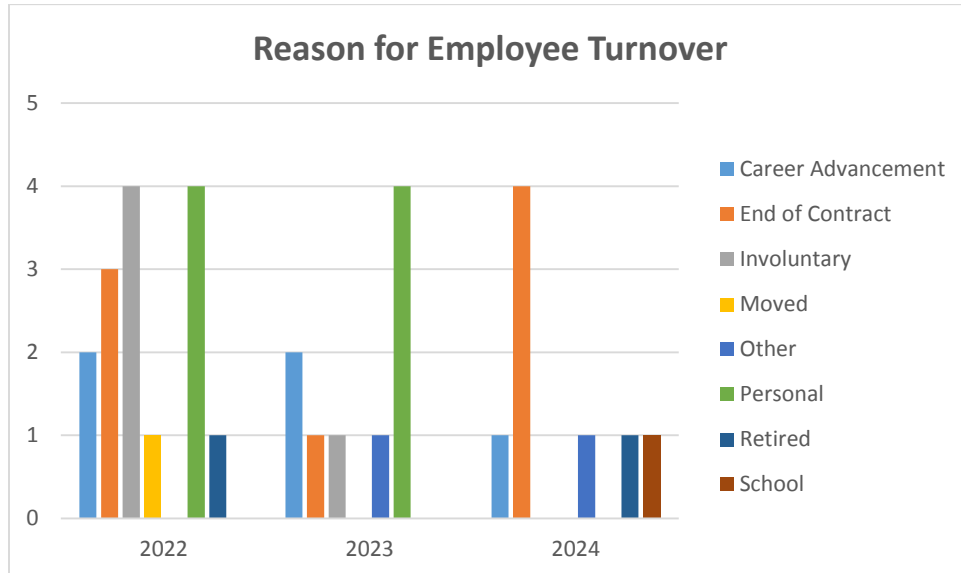


Chart 3: Employment Status/Turnover Rate

Employment Status	
Full-time	2%
Part-time	12%
Casual	0%

Chart 4: Retention

Retention Rate % (Q2 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)

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, CEO