

HUMAN RESOURCES ANNUAL REPORT

April 1, 2019 - March 31, 2020

ROYAL ROADS UNIVERSITY



TABLE OF CONTENTS

A Letter from Human Resources.....	3
Workforce Overview	4
Attraction & Retention	7
Learning & Development	9
Total Rewards & Compensation	11
Health & Wellness	12
Equity, Diversity & Inclusion	13
Employee & Labour Relations	15
Your Human Resources Team	16

Letter from Human Resources

Welcome to the 2019/2020 Human Resources Annual Report. The purpose of this report is to provide data related to workforce trends at Royal Roads University. Through the design of infographics, the information included demonstrates the breadth of HR activity performed in the 2019/20 fiscal year.

This report gives us a view into the RRU employee experience through the data gathered. By analyzing the data holistically, we can report on themes and create action plans that are potentially more meaningful.

This year's report has been divided into the following areas:

- Attraction and Retention
- Learning and Development
- Total Rewards and Compensation
- Health and Wellness
- Equity, Diversity and Inclusion
- Employee and Labour Relations

The themes that have emerged from this past fiscal year are:

- Our workforce is:
 - increasing (2.5% from 2018/19); aging (46 av. age); and is predominantly female (65%)
- Our employees value professional development (increased Tuition Assistance access 45%)
- Our employees are seeking development in soft skills (Emotional Intelligence top PCS course)
- Our employees are staying longer (voluntary turnover decreased by 2.7%)
 - Majority of employees have less than 5 years of service (42%)
 - Recruitment activity decreased by 13% from 2018/19
- Our employees are compensated appropriately (380 employees received comp adjustments)
- Our employees are performing (300 employees received merit-based increases)
- Our focus on Equity, Diversity and Inclusion (EDI) is evolving. Inaugural EDI survey identifies the opportunity for diversity growth at RRU.

These accomplishments are just a few examples of how our employees are an essential part of the success of our students. We look forward to seeing what is up next for RRU as we continue to build upon our milestones.

Sincerely,

The Human Resources Team

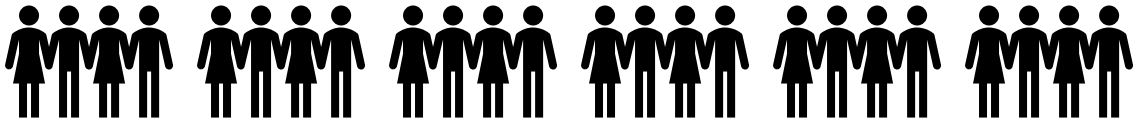
WORKFORCE OVERVIEW

The following will look at workforce metrics at RRU such as headcount, employee growth trends, employee composition, age demographics, years of service.

HEADCOUNT

(number of active employees on payroll as of *March 20, 2020*)

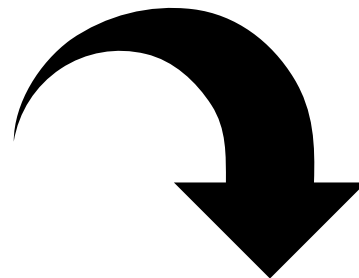
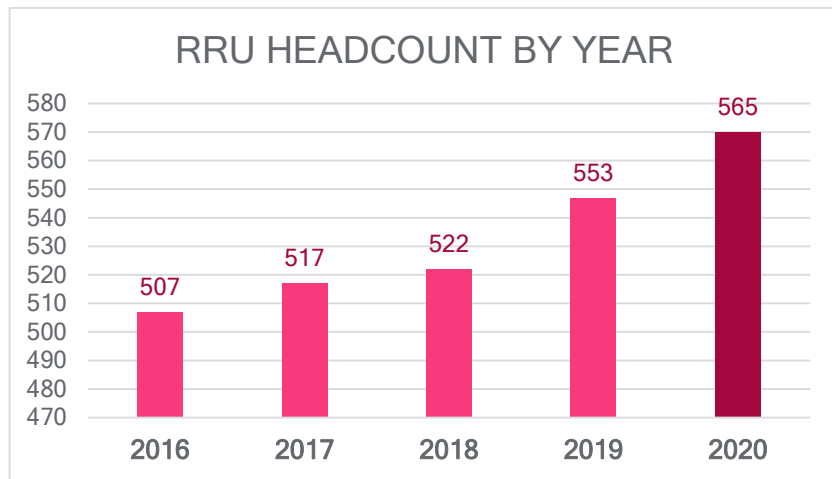
565



HEADCOUNT BREAKDOWN

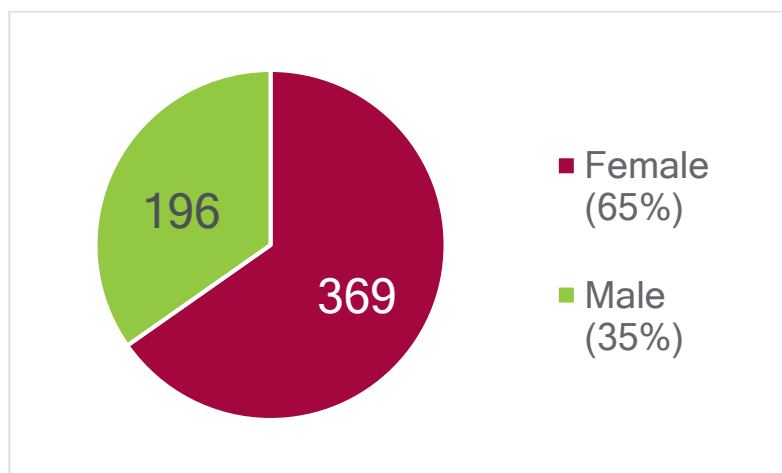
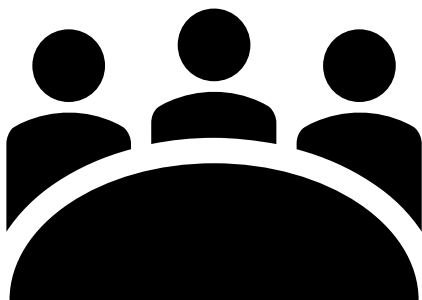
328	# of Exempt Salary employees
49	# of CUPE Regular Hourly employees
75	# of RRUFA employees
27	# of Exempt Temporary Salary employees
23	# of Exempt Casual employees
12	# of Funded Salary employees
27	# of Funded Casual employees
24	# of CUPE Casual/Temporary employees
565	# of active EEs on payroll

EMPLOYEE GROWTH TRENDS



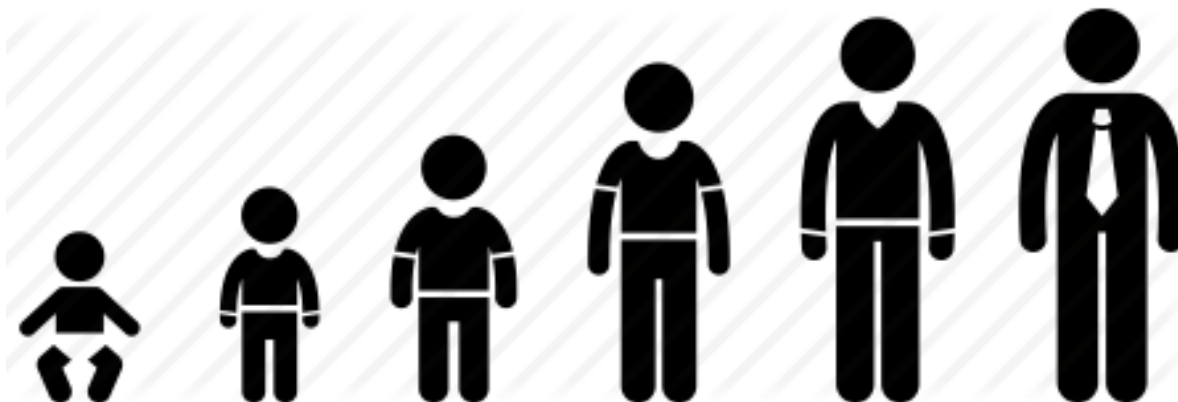
This fiscal, 78% of employees are REGULAR and 22% are TEMPORARY/CASUAL

EMPLOYEE COMPOSITION IN 2019/20

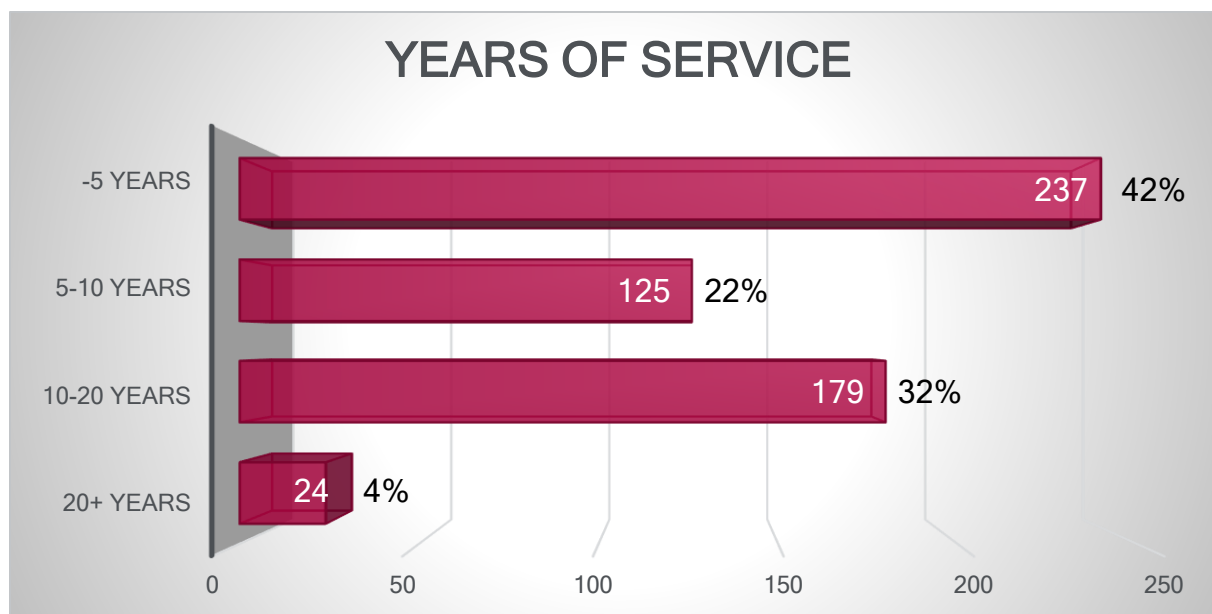


AGE DEMOGRAPHICS IN 2019/20

Group	Youngest	Average	Oldest
All employees	18	46	81

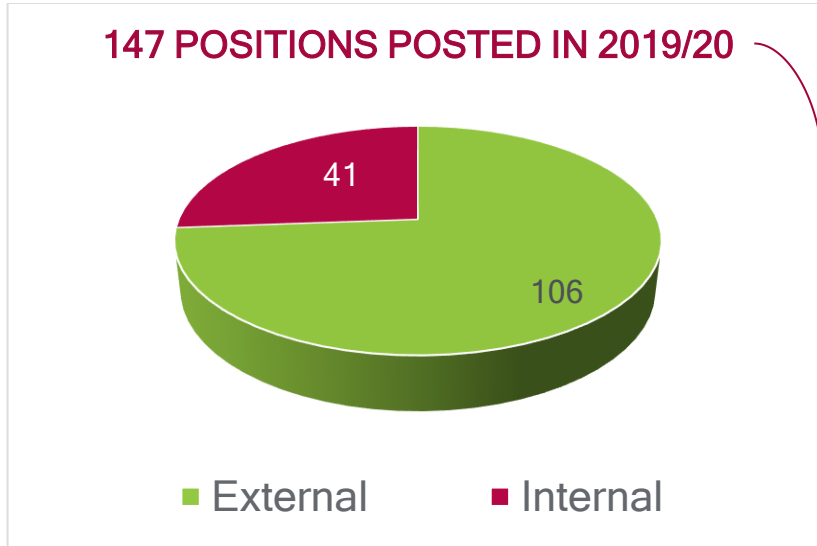


YEARS OF SERVICE



ATTRACTION & RETENTION

ATTRACTION



This is a decrease from 166 postings in 2018/19

228 REQUISITIONS CREATED IN 2019/20	
186	Filled!
34	Still Active
8	Failed
37	Grant Funded
27	Internal Moves
24	New Positions
86	Regular Full Time
71	Temporary Full Time
18	Temporary Part Time
41	Casual

TURNOVER

34 RESIGNATIONS**6 RETIREMENTS**

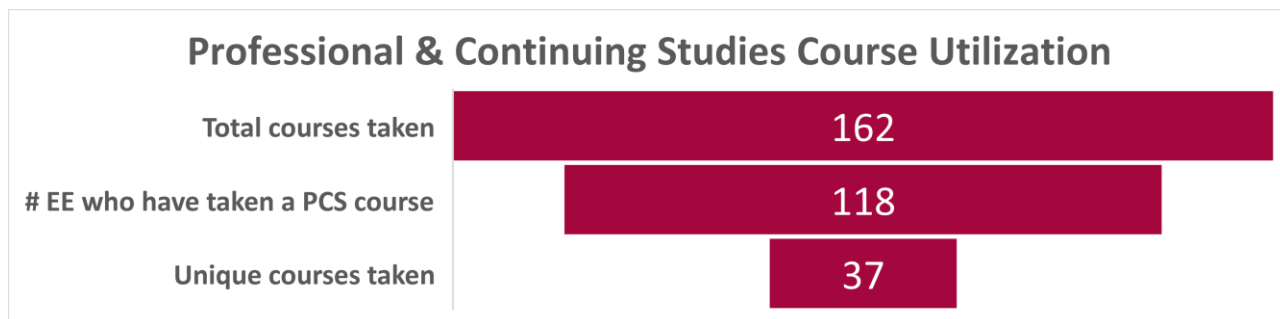
TURNOVER RATE

Year	Headcount	Resignations	Rate
2019/2020	565	34	6.0%
2018/2019	553	48	8.7%

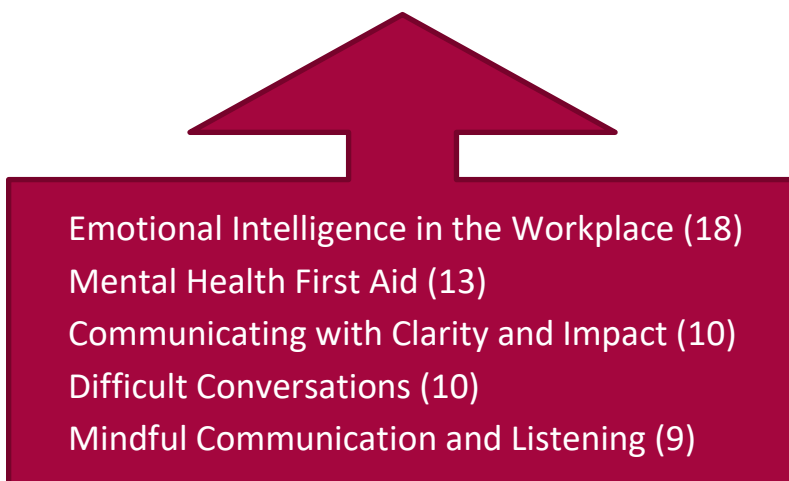
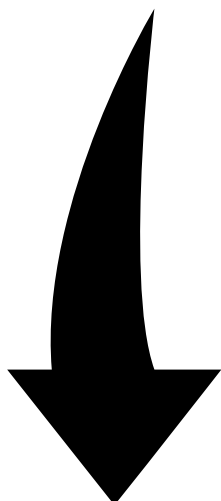
LEARNING AND DEVELOPMENT

In the past year, Human Resources offered a variety of learning and development opportunities in partnership with Professional and Continuing Studies. Tuition Assistance has also been extensively utilized by employees this fiscal.

PROFESSIONAL AND CONTINUING STUDIES



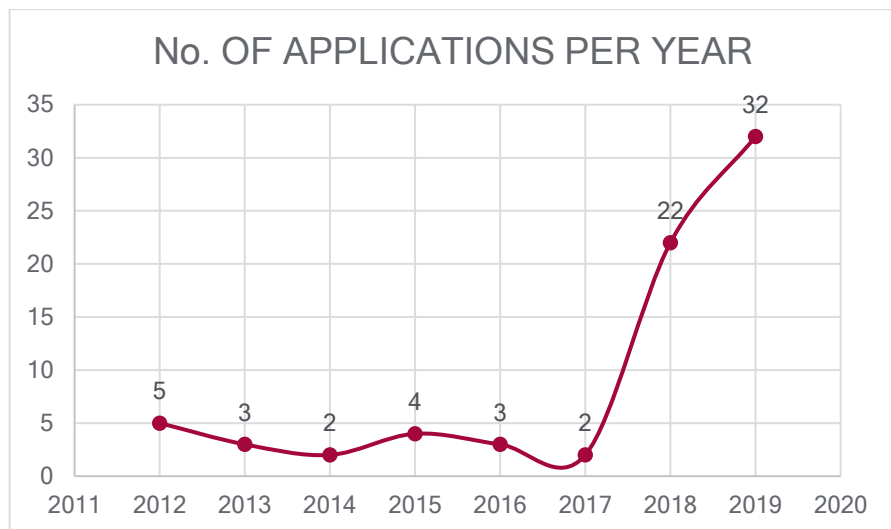
TOP 5 COURSES THIS FISCAL



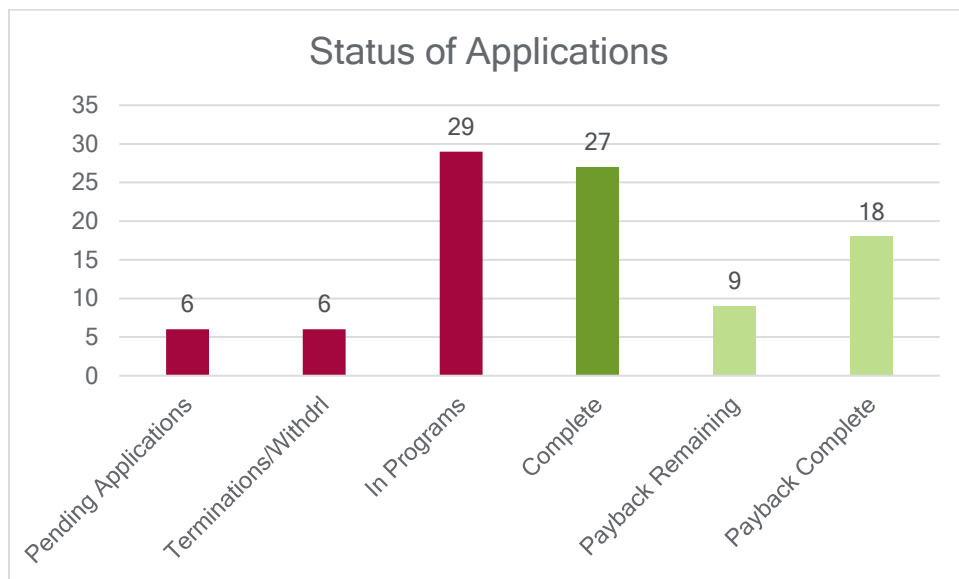
OTHER PROGRAMS OFFERED THIS FISCAL

- LEADING COMPLEX SYSTEMS (6 participants)
- SEEING SYSTEMS (OSHR) WORKSHOP (1 participant)
- DEVELOPING LEADERSHIP IMPACT RETREAT (2 participants)
- CLEAR LEADERSHIP (11 participants)

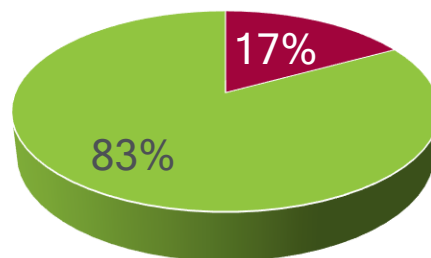
TUITION ASSISTANCE



This is a 45% increase over last year!

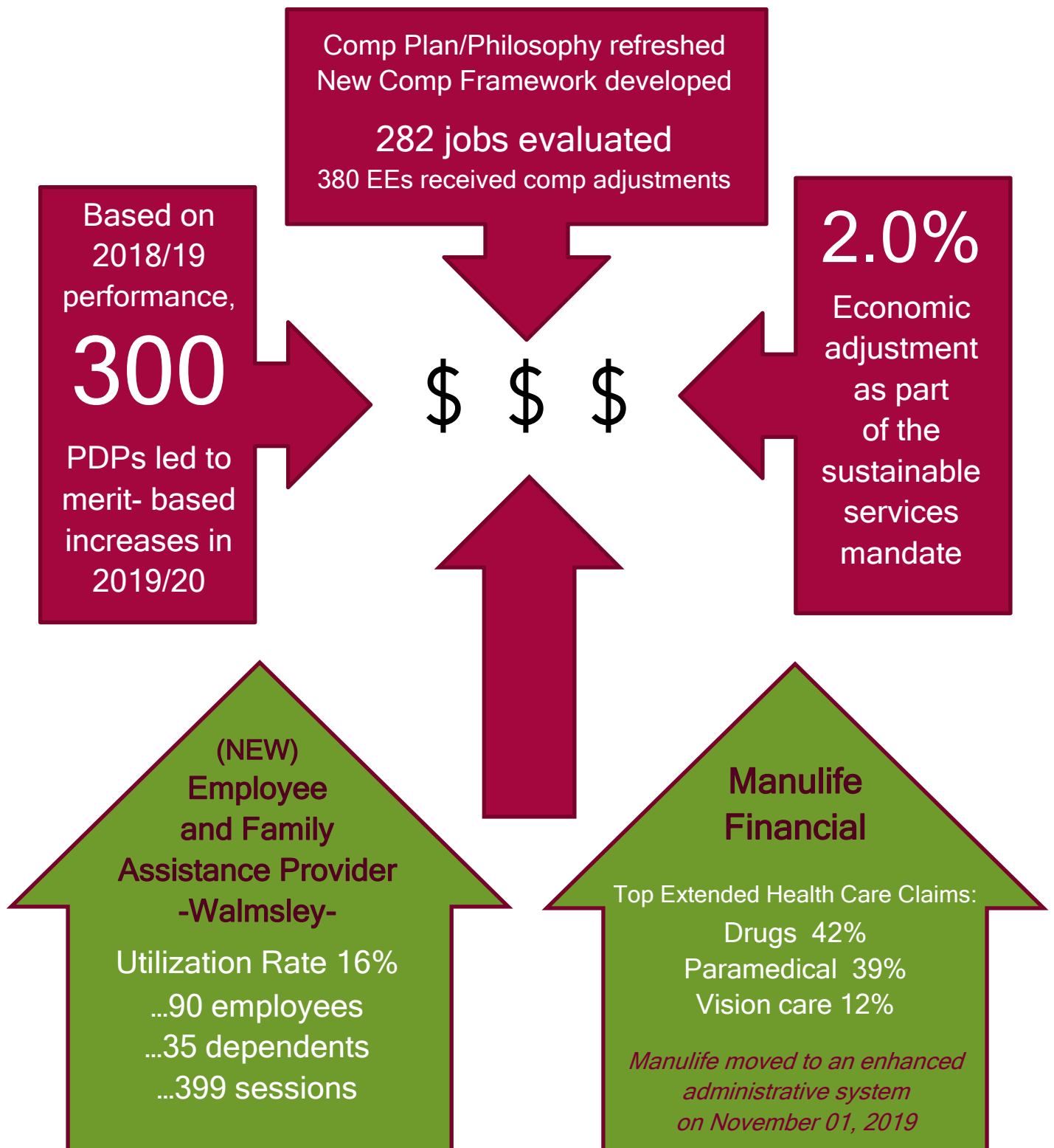


No. OF EMPLOYEE VS FAMILY APPLICATIONS SINCE OCTOBER 2017



■ Family (10) ■ Employee (55)

TOTAL REWARDS & COMPENSATION



HEALTH & WELLNESS

★ HEALTHY U! ★



EMPLOYEE TOURS

5

- Rose Garden Tour
- Walled Garden/Orchard
- Mushroom Tour
- Tour of the Archives
- Glasshouse Tour

OVER 50 PARTICIPANTS!



LUNCH & LEARNS

5

- Financial Management
- Kids and Money
- Registered Dietician
- Wills/Estate Planning
- Retirement Planning

OVER 36 PARTICIPANTS!



FEB 2020
WELLNESS FAIR

20

EXHIBITORS



BIKE TO WORK WEEK
MAY 2019

36

RRU Roadies



- Holiday Card Crafting (Dec)
- Campus Coffee (April)
- Monthly Crossroads articles

EQUITY, DIVERSITY & INCLUSION

EDI INITIATIVES

EDI Survey and Analysis

Washroom Signage review/audit – Gender Neutral
 No Big Deal – pronoun campaign
 Policy and Practice Review and updates
 New Policy Development (Employment Equity and Accommodation for Employees)
 President's Steering Committee for EDI established
 EDI Specialist position created

EDI TRAINING

Canadian Centre for Diversity and Inclusion (CCDI) Circle for Reconciliation (6 RRU participants)
 CCDI Annual Unconference (5 RRU participants)
 Vancouver Island Legal Symposium - CPHR BC & Yukon (2 participants)
 Positive Space Network Workshop – RRU Proud
Disability Awareness Training
Implicit Bias Awareness Training
Gender Diversity Training
 Work, Power and Circles of Influence – The Inclusion Project
 HR/EDI Team member attended PCS course: Indigenous Ways of Being and Knowing:
 Integrating Indigenous Values into the Work Environment – Feb 2020

EDI ACTIVITIES

Campus Conversations World Café EDI Event – Jan 28, 2020
 CCDI Event/Roundtable – hosted at RRU on April 30 **cancelled due to Covid-19**
 ProPride Event hosted by RRU – Pride at Work Canada - July 2 **cancelled due to Covid-19**

PARTNERSHIPS



**PRIDE AT
WORK**
CANADA



**FIERTÉ AU
TRAVAIL**
CANADA

EQUITY, DIVERSITY & INCLUSION CONT.

The EDI “Everyone Counts” survey was distributed to all current Royal Roads University employees on May 9, 2019 and then to an additional 64 new employees. The survey closed on December 13, 2019.

Distributed to 583 employees in total
324 responses representing a 56% response rate

Employee Group	Responses	
RRUFA Member	11.88%	38
CUPE Member	5.00%	16
Non-unionized Grades G, 1&2 (Administrative and Support Staff)	25.31%	81
Non-unionized Grades 3&4 (Professional/Technical Staff)	36.88%	118
Non-unionized Grade 5 (Supervisors and Managers)	11.88%	38
Non-unionized Grade 6-9 (President/Vice-Presidents/AVP/Dean/Director)	4.69%	15
I do not wish to answer this question	5.63%	18
Total Answered		320

2.81% of respondents self-identify as an Indigenous person

15.94% of respondents self-identify as a member of a visible minority

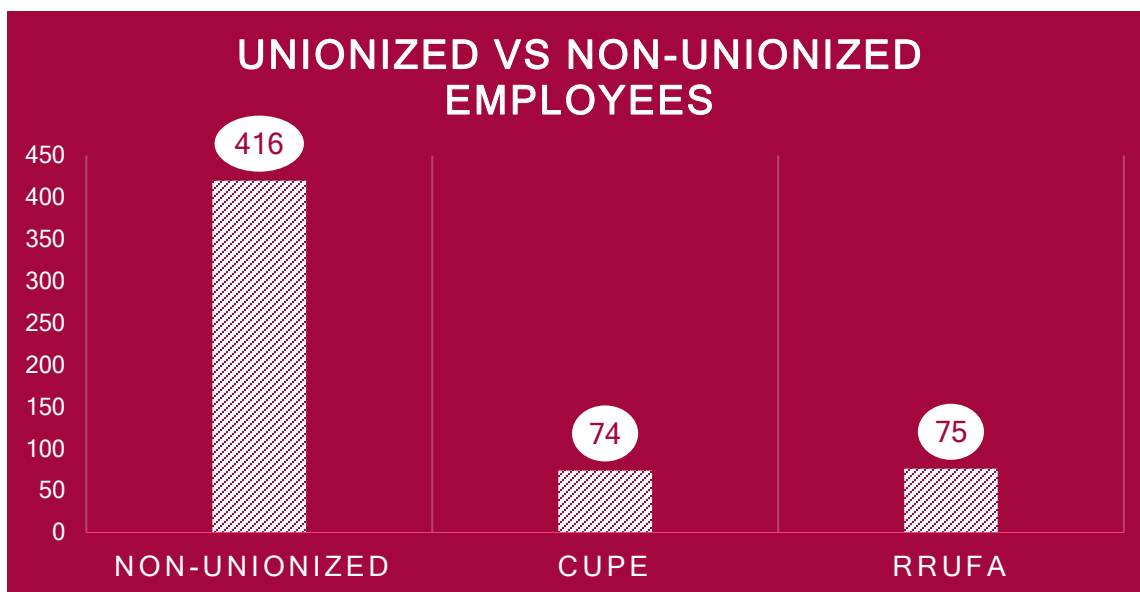
11.25% of respondents self-identify as a person with a disability

97.50% of respondents self-identify with the gender assigned to them at birth

88.75% of respondents self-identify as heterosexual

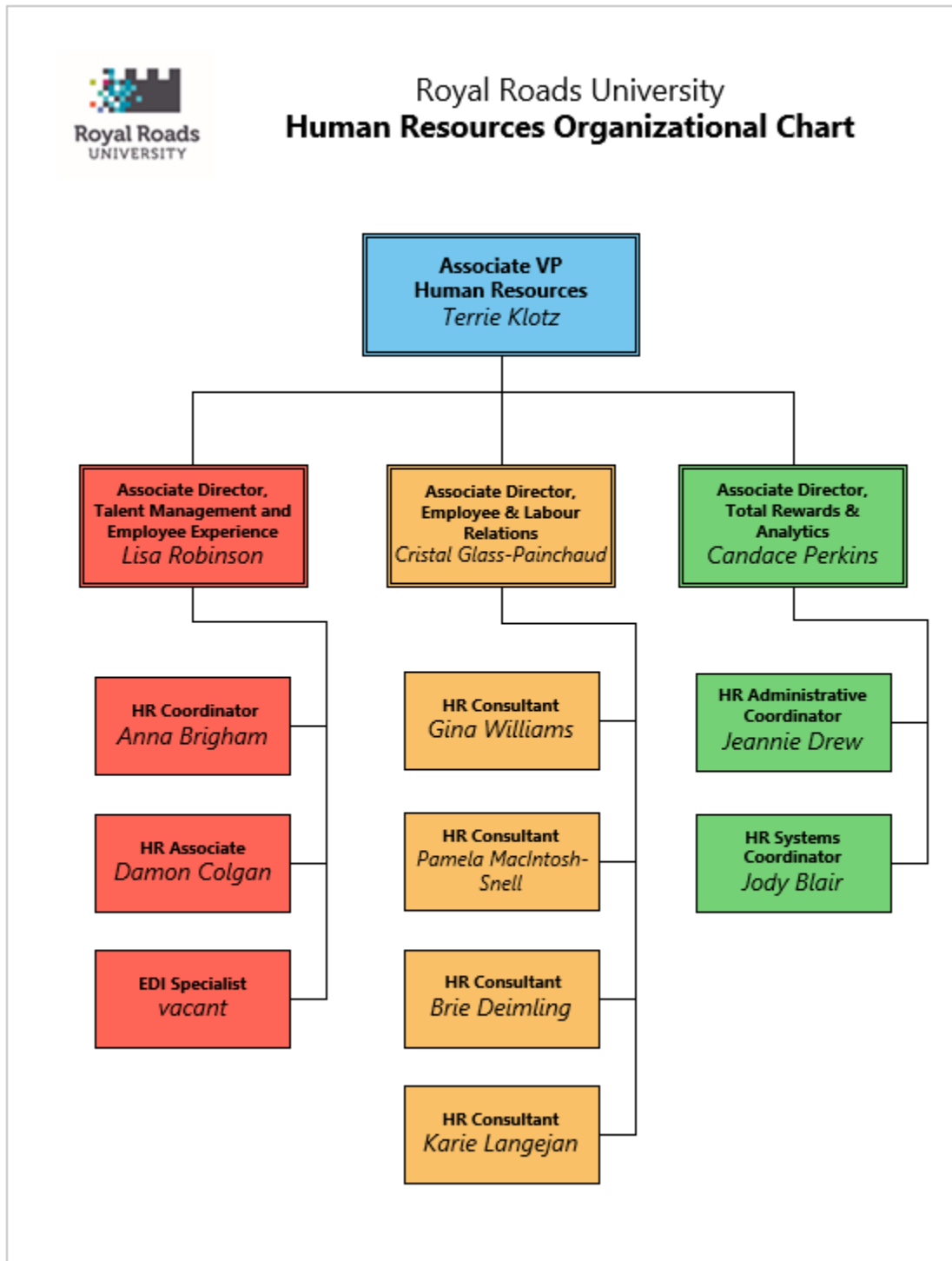
EMPLOYEE & LABOUR RELATIONS

Unions make up 26% of the workforce at RRU



CUPE	RRUFA
<p>New 3-yr collective agreement established (Jun '19 - May '22)</p> <ul style="list-style-type: none"> • 2% salary increases • Market adjustments for some positions • Safety footwear increase • Pro-D fund established 	<p>As of March 31, 2020, the University was negotiating with RRUFA under the BC government's three-year fixed 2019 Sustainable Services Negotiating Mandate.</p> <p>Talks to date have been beneficial and the parties have come to agreement on 14 Articles that had been opened for negotiation. The University looks forward to continued progress between the parties.</p>

YOUR HUMAN RESOURCES TEAM





Terrie Klotz



Lisa Robinson



Candace Perkins



Cristal Glass-Painchaud



Gina Williams



Pamela MacIntosh-Snell



Brie Deimling



Karie Langejan



Jody Blair



Jeannie Drew



Anna Brigham



Damon Colgan

HUMAN RESOURCES



EDI Specialist
COMING SOON!