

# Hours Not Worked Metro Animal Services



KPI Owner: Stephanie Moore

Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY13, 5,267 Hrs. or 5% of Total Hrs. Goal: Compared to FY13 (July 12-June 13), reduce hours not worked to no more than 4% of total hours by June 30, 2014.  Benchmark: Local Government rate of 2%	Data Source: Payable Time PeopleSoft  Goal Source: Enterprise KPI for productivity  Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step is unclear Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours Why Measure: Better understand culture impact on employee attendance Next Improvement Step: Investigate root causes of hours lost due to work related illness & injury. Coach employees who use high sick leave.

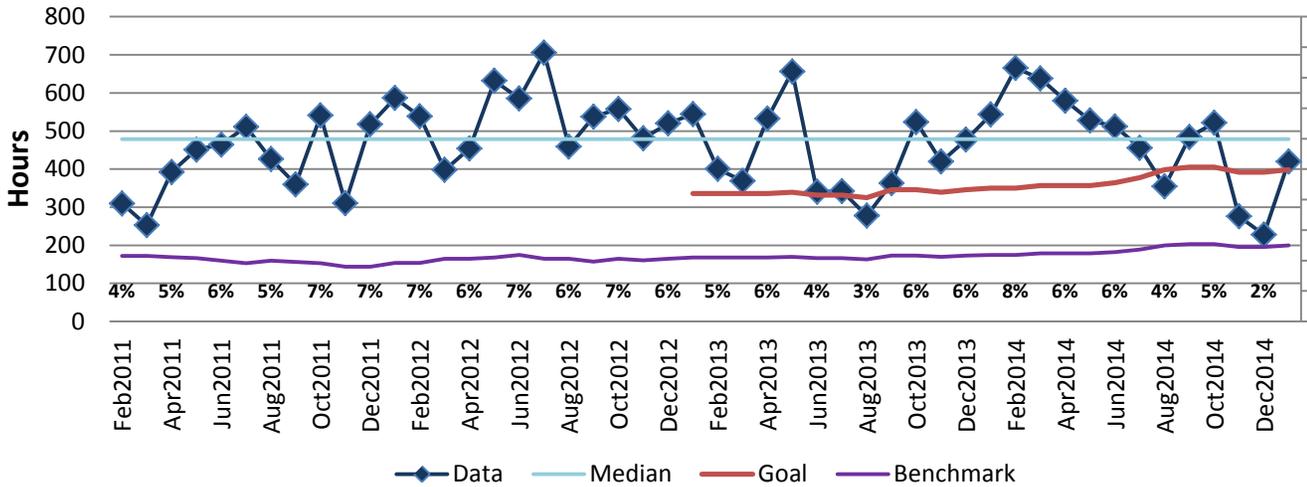
## How Are We Doing?

Feb2014-Jan2015 12 Month Goal	Feb2014-Jan2015 12 Month Actual		Jan2015 Goal	Jan2015 Actual	
<b>4,555</b>	<b>5,662</b>	🚦	<b>399</b>	<b>420</b>	🚦
Hours	Hours		Hours	Hours	

## Hours Not Worked



Good



## Feb2014-Jan2015 Pareto Analysis

