

Hours Not Worked Air Pollution Control District



KPI Owner: Rachael Hamilton

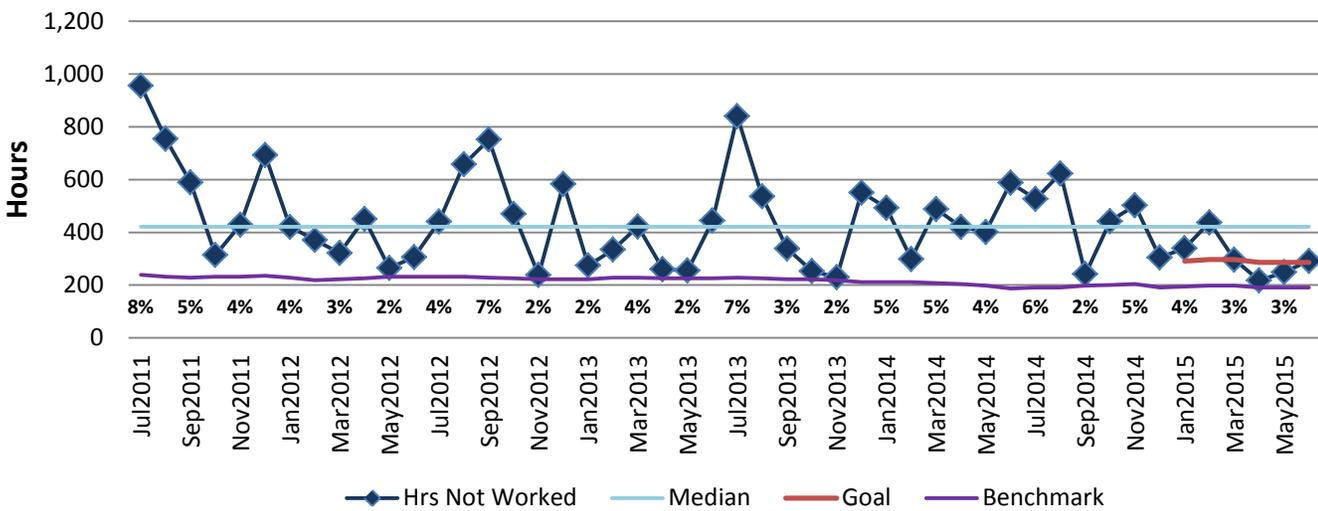
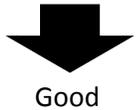
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY 14: 5,230 hours; 4% Goal: 3% in CY 15 Benchmark: Local Government rate of 2%	Data Source: Payable Time PeopleSoft Goal Source: Scope Summary Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 8: Monitor and diagnose 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: Reinforce policies. Seek ways to improve employee morale.

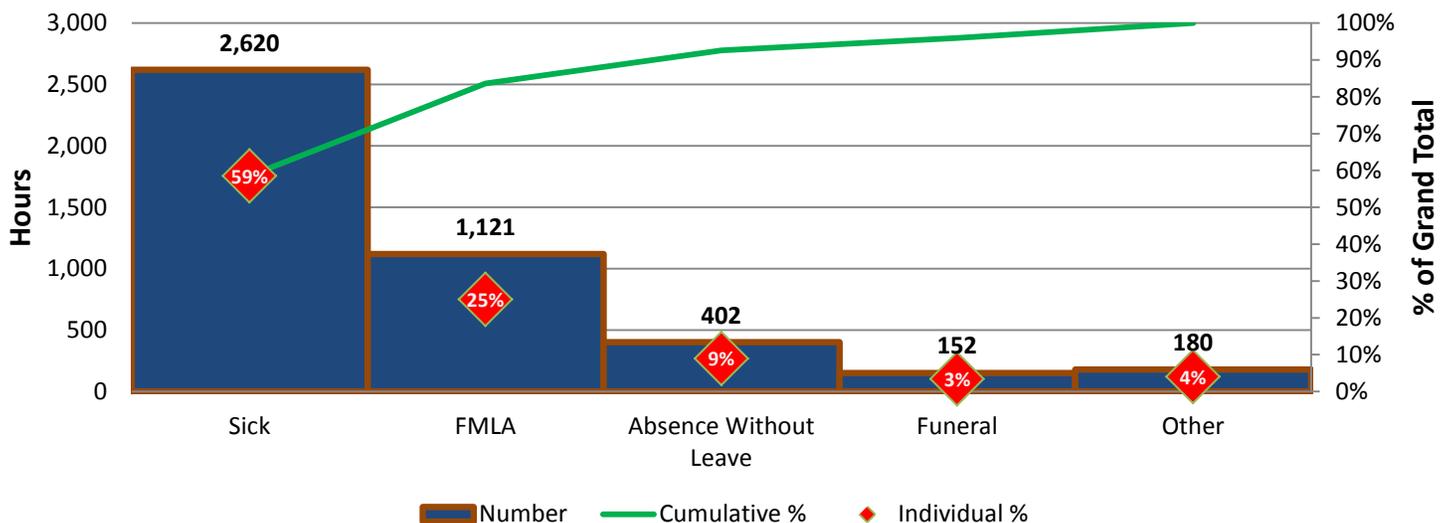
How Are We Doing?

Jan2015-Jun2015 6 Month Goal	Jan2015-Jun2015 6 Month Actual		Jun2015 Goal	Jun2015 Actual	
1,742	1,833		286	292	
Hours	Hours		Hours	Hours	

Hours Not Worked



Jul2014-Jun2015 Pareto Analysis



Monthly Measurement

