

Hours Not Worked Air Pollution Control District



KPI Owner: Rachael Hamilton

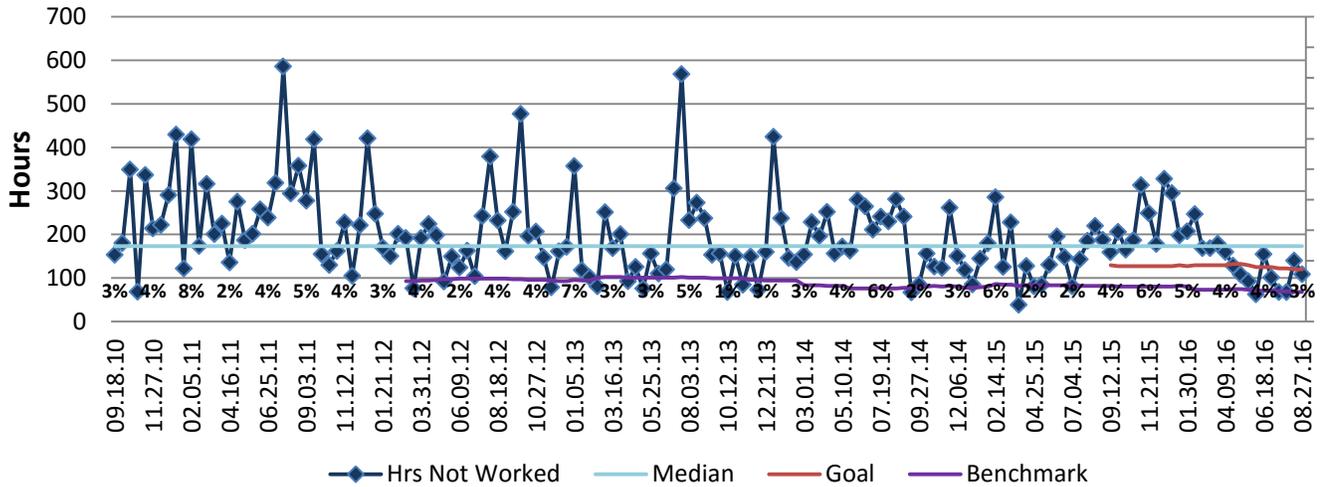
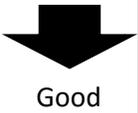
Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY 14; 5,230 hours; 4% Goal: 3% in CY 16 Benchmark: Local Government Rate of 1.7%	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?

08.30.15-08.27.16 12 Month Goal	08.30.15-08.27.16 12 Month Actual		08.14.16-08.27.16 Goal	08.14.16-08.27.16 Actual	
3,305	4,440		120	109	
Hours	Hours		Hours	Hours	

Hours Not Worked



08.30.15-08.27.16 Pareto Analysis

