

Hours Not Worked Air Pollution Control District



KPI Owner: Keith Talley

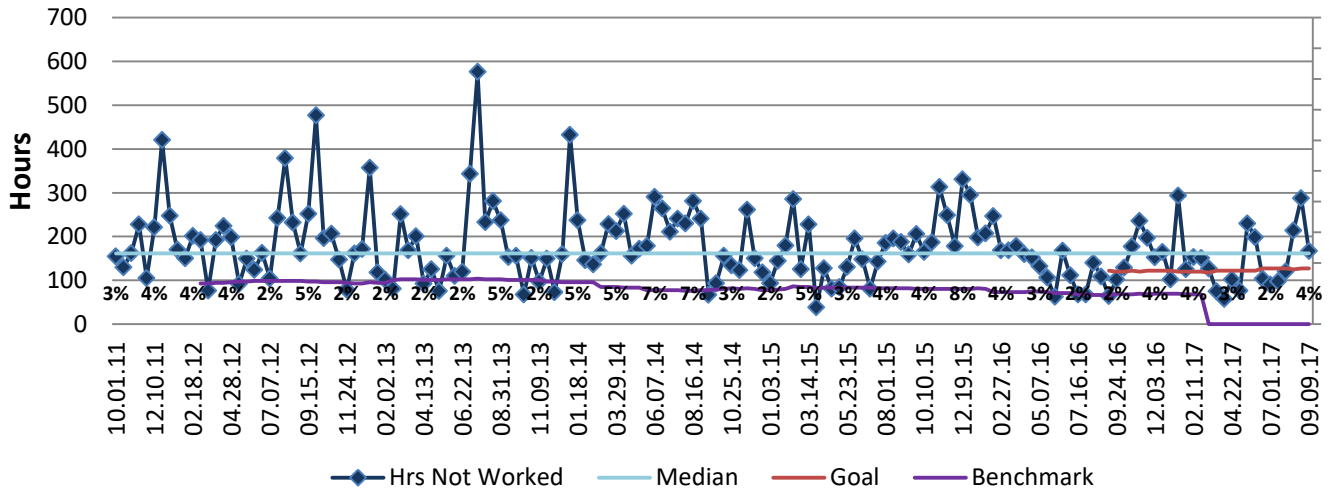
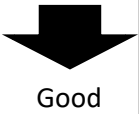
Process: Time and Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY 2014; 5,230 hours; 4% Goal: 3% in CY 2017 Benchmark: Local Government Rate of 1.7%	Data Source: Payable Time PeopleSoft Goal Source: Scope Summary Benchmark Source: Bureau Labor Statistics	N/A - Input Measure 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?

09.11.16-09.09.17 12 Month Goal	09.11.16-09.09.17 12 Month Actual		08.27.17-09.09.17 Goal	08.27.17-09.09.17 Actual	
3,192	3,931		127	167	
Hours	Hours		Hours	Hours	

Hours Not Worked



09.11.16-09.09.17 Pareto Analysis

