

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 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.

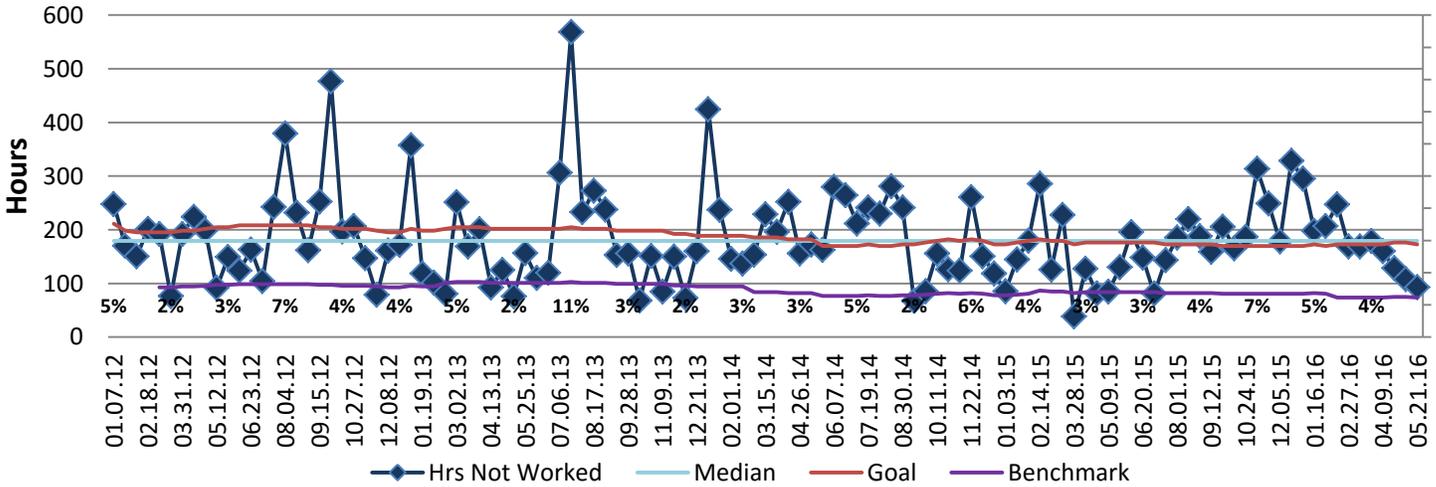
How Are We Doing?

06.07.15-05.21.16 12 Month Goal	06.07.15-05.21.16 12 Month Actual		05.22.16-05.21.16 Goal	05.22.16-05.21.16 Actual	
4,470	4,764	⬇️	166	63	⬆️
Hours	Hours		Hours	Hours	

Hours Not Worked



Good



06.07.15-06.04.16 Pareto Analysis

