**Hours Not Worked**

**Metro Parks**

**KPI Owner:** Maurice Brown

**Process:** Safety Management

### Baseline, Goal, & Benchmark
- **Baseline:** CY17= 31,209 Hours
- **Goal:** No more than 3% of Hours Not Worked in a month (#Total Opportunity Hours * .03)
- **Benchmark:** Local Government Rate of 1.7%

### Source Summary
- **Data Source:** Payable Time PeopleSoft
- **Goal Source:** Scope Summary
- **Benchmark Source:** Bureau Labor Statistics

### Continuous Improvement Summary
- **Plan-Do-Check-Act Step 4:** Generate and prioritize potential solutions
- **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:** Parks has initiated a safety committee and completed job hazard analysis in order to get to root causes of HNW

### How Are We Doing?

<table>
<thead>
<tr>
<th>08.13.17-08.11.18</th>
<th>08.13.17-08.11.18</th>
<th>07.29.18-08.11.18</th>
<th>07.29.18-08.11.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>Actual</td>
<td>Goal</td>
<td>Actual</td>
</tr>
<tr>
<td>33,655</td>
<td>28,656</td>
<td>1,300</td>
<td>1,181</td>
</tr>
<tr>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
<td>Hours</td>
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</tbody>
</table>

**Hours Not Worked**

- Graph showing hours not worked from 08.01.12 to 08.11.18 with 5% increments.

**08.13.17-08.11.18 Pareto Analysis**

- **SICK:** 16,023 hours (56% of total)
- **UNPAID ABSENCE:** 4,272 hours (15% of total)
- **FMLA:** 3,868 hours (13% of total)
- **WORKERS COMP:** 1,458 hours (5% of total)
- **FUNERAL:** 1,431 hours (5% of total)

**Report Generated:** 09/07/2018  
**Data Expires:** 09/11/2018

**Biweekly Measurement**