

# Hours Not Worked Air Pollution Control



KPI Owner: Rachael Hamilton

Process: Time & Attendance

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

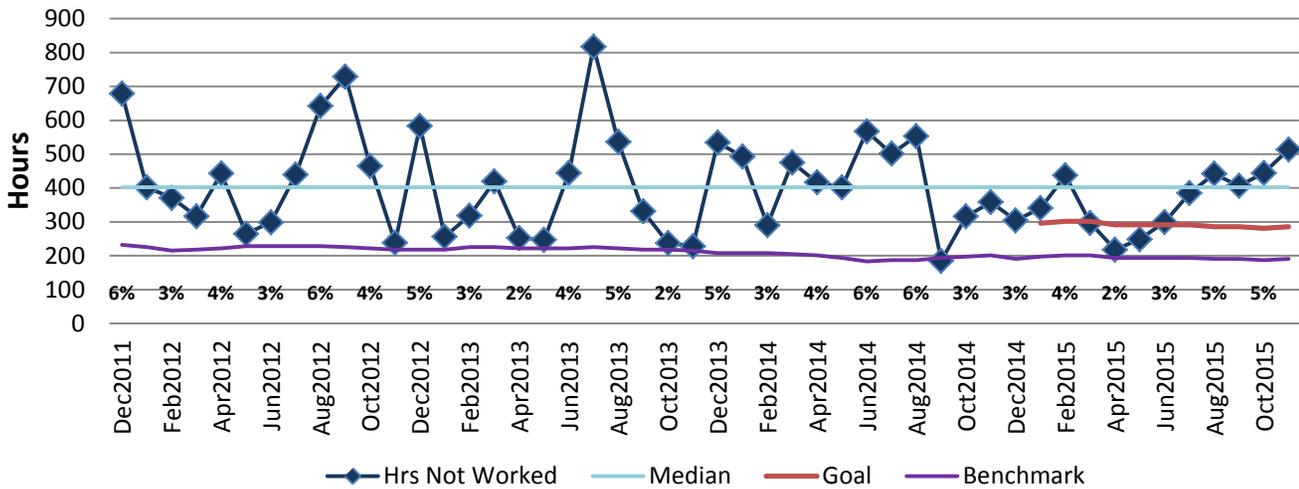
## How Are We Doing?

| Dec2014-Nov2015<br>12 Month Goal | Dec2014-Nov2015<br>12 Month Actual |  | Nov2015 Goal | Nov2015 Actual |  |
|----------------------------------|------------------------------------|--|--------------|----------------|--|
| <b>3,203</b>                     | <b>4,337</b>                       |  | <b>286</b>   | <b>514</b>     |  |
| Hours                            | Hours                              |  | Hours        | Hours          |  |

## Hours Not Worked



Good



## Dec2014-Nov2015 Pareto Analysis

