

FY24 - Employee Availability

<u>Employee Availability - National</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
88.40	89.68	90.97	92.25	93.53	94.51	95.49	96.48	97.46	98.44

<u>Employee Availability - HQ</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
93.50	93.88	94.25	94.63	95.00	95.10	95.20	95.30	95.40	95.50

<u>Employee Availability - CRDO</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
88.83	90.03	91.24	92.44	93.64	94.44	95.24	96.04	96.84	97.64

<u>Employee Availability - CPDO</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
83.00	84.50	86.00	87.50	89.00	90.25	91.50	92.75	94.00	95.25

<u>Employee Availability - CLO</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
89.17	90.10	91.04	91.97	92.90	94.20	95.50	96.79	98.09	99.39

<u>Employee Availability - Fleet</u>					<u>Targets and Thresholds</u>				
1	2	3	4	5	6	7	8	9	10
89.33	90.69	92.05	93.41	94.77	95.58	96.39	97.20	98.01	98.82

<u>Employee Availability Imp</u>					<u>Targets and Thresholds</u>				
Employee Availability Imp									
1	2	3	4	5	6	7	8	9	10
-3.95	-2.78	-1.60	-0.43	0.75	1.60	2.45	3.30	4.15	5.00

Description

The Employee Availability indicator compares actual Straight Time Work Hours (excludes overtime and special exempt EAS additional straight time hours) of career employees only to the work hours which would have been accumulated if employees had not used sick leave, LWOP, or AWOL. The sum of career straight time work hours, LWOP hours (excluding LWOP for OWCP, Military, Union Official, FMLA), Sick Leave hours (excluding FMLA), and AWOL hours are used to determine the work hours which would have been recorded if all employees reported to work as scheduled. The Employee Availability indicator is a dual indicator measuring both the rate and improvement. **Improvement will be applied only if it helps the overall score.**

Measurement Period

This indicator is measured across each month cumulatively for the fiscal year. Employee Availability scores are reported Monthly as Year to Date results

Data Source and Calculation

- Source** – The measurement is derived from actual career straight time work hours and leave hours as reported within eFlash
- Indicator Value** – When improvement helps, average of Employee Availability rate and improvement cells, otherwise, Employee Availability rate cell
- Business Rule** –
$$\text{Employee Availability Rate: } \frac{\text{Straight Time Work Hours}}{\text{Potential Straight Time Hours}}$$

Where Potential Straight Time Hours = Straight Time Hours + (Sick Leave - FMLA SL) + (LWOP - FMLA LWOP)
 (LWOP does not include OWCP LWOP, Military LWOP, or Union LWOP) + AWOL
 --Includes Career Employee hours only --

eFlash Data Source Business Rule: $(V1-V2-V3)/((V1-V2-V3)+(V4-V5-V6)+((V7+V8+V9+V10)-(V11+V12))+V13)$
 eFlash Code descriptions (TACS leave codes):

- V1 (052, 057, 074) = Work
- V2 (053) = OT
- V3 (035) = AST (Additional Straight Time which is considered EAS OT for reporting purposes)
- V4 (056) = SL
- V5 (056-099) = FMLA SL
- V6 (056-098) = FMLA Dependent Care
- V7 (030) = SG PD LWOP (System Generated Part Day LWOP)
- V8 (031) = SG FD LWOP (System Generated Full Day LWOP)
- V9 (059) = PD LWOP (Part Day LWOP)
- V10 (060) = FD LWOP (Full Day LWOP)
- V11 (059-099) = FMLA PD LWOP
- V12 (060-099) = FMLA FD LWOP
- V13 (024) = AWOL

Example:

Career Employees (Craft, Non-Bargaining in Field, HQ, & HQ Related) - Field Summary			
Line Description	2018 YTD	2019 YTD	Improvement
STRAIGHT TIME HOURS	126,285,836	122,951,011	
CTRL SICK LEAVE (w/o FMLA)	4,265,142	4,036,084	
CTRL LWOP (w/o FMAL, MIL, OWCP, UNION)	3,699,243	3,520,103	
AWOL	1,034,638	964,587	
Potential Straight Time Hours	135,284,859	131,471,785	
Employee Availability %	93.35%	93.52%	+0.17%

Improvement Calculation: Current YTD Rate - SPLY YTD Rate
 (variance from SPLY)

- Decimal Precision** – Two decimals

Data Validation

<https://eflash.usps.gov/eFlash/>

Applicable Positions / Units, Measurement Depth and Weight:

Scorecard Name	Depth	FE Weight	Total Weight Towards Composite
HQ CRDO	Nation - R	10.0%	5.0%
Area Retail and Delivery	Area	10.0%	5.0%
District Retail and Delivery	District	10.0%	5.0%
MPOO	MPOO	10.0%	5.0%
Post Office 22 or above	LF	10.0%	5.0%
Post Office 21-20	LF	10.0%	5.0%
Post Office 18 or below	MPOO	10.0%	5.0%
Stations or Branch (MCS/SCS) - PCES & 26	LF	10.0%	5.0%
HQ Fleet Management	Nation - F	20.0%	10.0%
Region Fleet Management	Nation - F	20.0%	10.0%
Territory Fleet Management	Nation - F	20.0%	10.0%
Facility Fleet Management	Nation - F	20.0%	10.0%
HQ CPDO	Nation - P	10.0%	5.0%
Region Processing and Maintenance	Region	10.0%	5.0%
Division Processing and Maintenance	Division	10.0%	5.0%
Plant Processing and Maintenance	LF	10.0%	5.0%
ISC	LF	10.0%	5.0%
HQ CLO	Nation - L	10.0%	5.0%
Region Logistics	Region	10.0%	5.0%
Division Logistics	Division	10.0%	5.0%
Plant Logistics	LF	10.0%	5.0%
Plant STC	LF	10.0%	5.0%
REC	LF	10.0%	5.0%
HQ CHRO	Nation - H	20.0%	10.0%
HQ CCBSO	Nation - H	20.0%	10.0%
HQ CCMO	Nation - H	20.0%	10.0%
HQ CTO	Nation - H	20.0%	10.0%
HQ GC	Nation - H	20.0%	10.0%