

# FY21 - Employee Utilization

## Employee Utilization

## Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

### Description

The Employee Utilization indicator on all NPA scorecards is made up of three other NPA Indicators, Employee Availability Avg, Employee Retention, and Grievance Backlog and Cost Reduction Index. Each of those indicators is calculated to a final cell and combined as shown below.

Employee Utilization is both an indicator on every scorecard as well as one portion (50%) of the Functional Effectiveness - HQ-CHRO indicator.

### Measurement Period

This performance indicator will be measured each month and cumulative scores will be reported as Year-To-Date (YTD) result.

### Data Source and Calculation

<b>Source</b>	–	See individual Indicator Information pages to see the source for each part The Employee Utilization indicator is calculated from the final cells of the three parts as noted: Employee Availability Avg - 40% Employee Retention - 40% Grievance Index - 20%																		
<b>Business Rule</b>	–	The final cell is calculated for each of the parts, multiplied by the percentages above, added together and rounded to a whole number.  Final achieved Cell for:																		
<b>Example</b>	–	<table><tr><td>Employee Availability Avg - 7</td><td>x 40%</td><td>=</td><td>2.80 +</td><td></td><td>3.80</td></tr><tr><td>Employee Retention - 1</td><td>x 40%</td><td></td><td>0.40 +</td><td>=</td><td>(Rounds to Cell 4)</td></tr><tr><td>Grievance Index - 3</td><td>x 20%</td><td></td><td>0.60</td><td></td><td></td></tr></table>	Employee Availability Avg - 7	x 40%	=	2.80 +		3.80	Employee Retention - 1	x 40%		0.40 +	=	(Rounds to Cell 4)	Grievance Index - 3	x 20%		0.60		
Employee Availability Avg - 7	x 40%	=	2.80 +		3.80															
Employee Retention - 1	x 40%		0.40 +	=	(Rounds to Cell 4)															
Grievance Index - 3	x 20%		0.60																	
<b>Decimal Precision</b>	–	0 Decimals																		

### Data Validation

See individual Indicator Information pages to learn how to validate each of the parts of the Employee Utilization indicator within their various source systems.

### Applicable Positions / Units, Measurement Depth and Weight:

Scorecard Name	Depth EU / FE	Weight EU / FE	Total Weight Towards Composite
Area Retail Delivery and Marketing	Area	15.0%	15.0%
District Retail Delivery and Marketing	District	15.0%	15.0%
MPOO	District	15.0%	15.0%
Post Office 22 or above	District	15.0%	15.0%
Post Office 21-20	District	15.0%	15.0%
Post Office 18 or below	District	15.0%	15.0%
Stations or Branch (MCS/SCS) - PCES & 26	District	15.0%	15.0%
Region Logistics	Region	15.0%	15.0%
Region Processing and Maintenance	Region	15.0%	15.0%
Division Logistics	Division	15.0%	15.0%
Division Processing and Maintenance	Division	15.0%	15.0%
ISC	Nation	15.0%	15.0%
REC	Nation	15.0%	15.0%
Plant	Division	15.0%	15.0%
HQ CCBSO	Nation	15.0%	15.0%
HQ CCMO	Nation	15.0%	15.0%
HQ CFO	Nation	15.0%	15.0%
HQ CHRO	Nation / Nation	15.0% / 50.0%	30.0%
HQ CIO	Nation	15.0%	15.0%
HQ CTO	Nation	15.0%	15.0%
HQ GC	Nation	15.0%	15.0%