

**NET PRODUCTIVE HOURS/ADMINISTRATIVE RATES (2015-2018)**

Hours and Adjustments	Average	Totals	Executive Officer	Assistant EO	Assistant Policy Analyst
Total FTE		3	1	1	1
Gross Annual Hours at 1.0 FTE=2080	2080	6240	2080	2080	2080
<b>Annual (Full Day) Reductions For:</b>	Annual Hours	Annual Hours	Annual Hours	Annual Hours	Annual Hours
Vacation	147.37	442.104	200.304	161.2	80.6
Holiday	104	312	104	104	104
Seminars, Conferences	82.67	248	88	88	72
Sick Leave	96.2	288.6	96.2	96.2	96.2
Management Leave	96	96	96	0	0
Other	0	0	0	0	0
Total Annual Deductions	526.23	1386.704	584.504	449.4	352.8
<i>Net Available Hours</i>	1553.77	4853.296	1495.496	1630.6	1727.2
Net Available Days at 8 Hours Per Day	194.22	606.662	186.937	203.825	215.9
<b>Annual (Partial Day) Reductions for:</b>	Annual Hours	Annual Hours	Annual Hours	Annual Hours	Annual Hours
Training Classes/Sessions	10.33	31	7	12	12
Staff Meetings/Weekly	32	96	0	48	48
Supervisor Meeting/Weekly	35.67	107	11	48	48
Public Information/Agency Assit.	12.33	37	21	12	4
District Election	9.33	28	11	9	8
Total Annual (Partial Day) Reductions	99.67	299	50	129	120
<b>Daily Reductions for:</b>	Hours Per Day	Hours Per Day	Hours Per Day	Hours Per Day	Hours Per Day
Mandatory Breaktime	0.5	1.5	0.5	0.5	0.5
Office Hours	0.5	1.5	0.5	0.5	0.5
Total Daily Reductions	1	3	1	1	1
Total Daily Reductions Annualized	194.22	1819.99	186.94	260.00	260.00
Supervision and Administrative Hours			236.94	389.00	380.00
<i>Net Available Hours per Day</i>	1259.88	2734.31	1258.56	1241.60	1347.2
Supervision and Administrative Overhead/Non Billable (% Indirect)			18.83%	31.33%	28.21%
Remaining Available Time (%)			81.17%	68.67%	71.79%
<b>Net Productive Hours (Billable) per Year:</b>	1259.88	2734.31	1258.56	1241.60	1347.20