

**Agenda Item #8
Attachment C**

NET PRODUCTIVE HOURS/ADMINISTRATIVE RATES

Hours and Adjustments	Average	Totals	Executive Officer	Analyst	Clerk
Total FTE		3	1	1	1
Gross Annual Hours at 1.0 FTE=2080	2080	6240	2080	2080	2080
Annual (Full Day) Reductions For:	Annual Hours	Annual Hours	Annual Hours	Annual Hours	Annual Hours
Vacation	94	282	122	80	80
Holiday	104	312	104	104	104
Seminars, Conferences	82.67	248	88	88	72
Sick Leave	96	288	96	96	96
Management Leave	96	96	96		
Other	0	0	0	0	0
Total Annual Deductions	<u>472.67</u>	<u>1226</u>	<u>506</u>	<u>368</u>	<u>352</u>
<i>Net Available Hours</i>	<i>1607.33</i>	<i>5014</i>	<i>1574</i>	<i>1712</i>	<i>1728</i>
Net Available Days at 8 Hours Per Day	200.92	626.75	196.75	214	216
Annual (Partial Day) Reductions for:	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	32	96	0	48	48
Public Information/Agency Assit.	12.33	37	21	12	4
District Election	9.33	28	11	9	8
<i>Total Annual (Partial Day) Deductions</i>	<u>96</u>	<u>288</u>	<u>39</u>	<u>129</u>	<u>120</u>
Daily Reductions for:	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	<u>1</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>1</u>
<i>Total Daily Reductions Annualized</i>	<i>188.92</i>	<i>590.75</i>	<i>191.88</i>	<i>197.88</i>	<i>201</i>
<i>Supervision and Administrative Hours</i>			<i>230.88</i>	<i>326.88</i>	<i>321.00</i>
<i>Net Available Hours per Day</i>	<i>1322.42</i>	<i>4135.25</i>	<i>1343.13</i>	<i>1385.13</i>	<i>1407</i>
<i>Supervision and Administrative Overhead/Non Billable (%)</i>			<i>17.19%</i>	<i>23.60%</i>	<i>22.81%</i>
Remaining Available Time (%)			82.81%	76.40%	77.19%
Net Productive Hours (Billable) per Year:	1322.42	4135.25	1343.13	1385.13	1407