



# Division of Juvenile Operations

## Counting Rules for Governance Period January - June 2016

### Budget Allotment

### Administration

**11 Allotment** This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as a Fiscal Year-to-Date (FYTD) total, and represents the last month's Budget Allotment plus any additional Budget Allotments that may be received during the reporting month. Surpluses are indicated as a positive number and deficits are indicated as a negative number.

*BIS*

**12 Surplus/Deficit** This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as the Budget Allotment minus (YTD Actuals + Encumbrances). Surpluses are indicated as a positive number and deficits are indicated as a negative number.

*BIS*

### Accounting

**14 Travel Expenditures** Collection Method: BIS is queried monthly to identify the dollar amount of travel expenditures incurred for the reporting period. Commitment Items beginning with 90317 ("Travel") or 90318 ("Out of State Travel")

*BIS*

### Personnel

**16 Budgeted Positions** Data is received the first week of the month for the previous month's data.

*MIRS*

**17 Filled Budgeted Positions** Data is received the first week of the month for the previous month's data.

*MIRS*

**18 920 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

*MIRS*

**19 918 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

*MIRS*

**20 902 Blanket** Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

*MIRS*



# Division of Juvenile Operations

## Counting Rules for Governance Period January - June 2016

### Personnel

### Administration

**21**      **916 Blanket**      Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.  
*MIRS*

**22**      **Number of "Other" Type of Leave**      Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions for the reporting period. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
*Division Reported*

**23**      **Vacancy Total**      "Vacancy Total" equals "Budgeted Positions" minus the sum of: "Filled Budgeted Positions" plus "920 Blanket" plus "918 Blanket"  
*Formula Driven*

**24**      **Vacancy Rate %**      "Vacancy Rate (%)" equals "Vacancy Total" divided by "Budgeted Positions"  
*Formula Driven*

### Overtime

**26**      **Total Dollars**      The total dollars reported for overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data.  
*MIRS*

**27**      **Total Hours**      The total number of overtime hours during the reporting period. Data is received the week following the 20th of the month for the previous month's data.  
*MIRS*

**28**      **Number of Staff Who Worked**      The total number of staff who worked overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data.  
*MIRS*

**29**      **Average Hours per Staff**      "Overtime Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"  
*Formula Driven*

### Training

**31**      **Allotment**      Use the latest Budget Change Document for the current Fiscal Year's training allotment.  
*Division Reported*



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### Training

### Administration

32	<b>Training Requests Planned</b>	Enter the number of staff enrolled to attend training. The data represents the total for the reporting period. <i>Division Reported</i>
33	<b>Total Training Hours Provided</b>	Enter the total number of hours scheduled for training during the reporting period. <i>Division Reported</i>
34	<b>Training Requests Processed</b>	This is the number of staff who actually attended and completed training during the reporting period. <i>Division Reported</i>
35	<b>Total Expenditures</b>	Enter the dollar amount of training expenditures incurred for the reporting period. <i>Division Reported</i>
36	<b>Training Balance</b>	Enter the dollar amount currently available from allocated training funds. The data represents available funds on the last day of the reporting period. Formula; The dollar amount from the previous month's training balance, minus the reporting month's total training expenditures, (+/- allotment changes, if applicable)= current reporting month's training balance. <i>Division Reported</i>
<b>Sick Leave</b>		
38	<b>Total Hours</b>	The total hours reported for Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data). <i>MIRS</i>
39	<b>Average Hours per Staff</b>	"Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"  <i>Formula Driven</i>
<b>In-Lieu of Sick Leave</b>		
41	<b>Total Hours</b>	The total hours reported for In-Lieu of Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data). <i>MIRS</i>
42	<b>Average Hours per Staff</b>	"In-Lieu of Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"  <i>Formula Driven</i>



# Division of Juvenile Operations

## Counting Rules for Governance Period January - June 2016

### Workers' Compensation

### Administration

**44 Total Number of Staff Off Work due to Accepted and Pending Claims** Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Division Reported*

**45 Pending Claims** Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Division Reported*

**46 New Claims** Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Division Reported*

**47 Closed Claims** Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Division Reported*

### NDI

**49 Total Number of Staff Off Work due to Non-Work Related Illness/Injuries** Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.

*Division Reported*

### FMLA

**51 Total Number of Staff Off Work due to Non-Work Related Illness/Injuries** The total number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Data is received the week following the 23rd of each month for the previous month's data.

*MIRS*

### Employee Grievances and Staff Complaints

**53 Total** "Total Employee Grievances and Staff Complaints" equals the sum of: "Health & Safety" plus "Conditions of Work" plus "E.E.O."

*Formula Driven*

**54 Health & Safety** This is the total number of formal health and safety grievances and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.

*Division Reported*



# Division of Juvenile Operations

## Counting Rules for Governance Period January - June 2016

### Employee Grievances and Staff Complaints

### Administration

**55**      **Conditions of Work**      This is the total number of formal conditions of work and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.

*Division Reported*

**56**      **E.E.O**      This is the total number of EEO complaints that were filed during the reporting period. The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.

*Division Reported*

### Staff Investigations

**58**      **Total Central Intake Requests**      Enter the number of Central Intake Requests submitted during the reporting period.

*Division Reported*

**59**      **Central Intake Requests Accepted**      Enter the number of Central Intake Requests accepted during the reporting period.

*Division Reported*

**60**      **Central Intake Requests Rejected**      Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.

*Division Reported*

**61**      **Central Intake Requests Approved for Direct Action**      Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period.

*Division Reported*

**62**      **Total Direct Action Requests Submitted**      Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period.

*Division Reported*

**63**      **Total Direct Action Requests Accepted**      Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period.

*Division Reported*

**64**      **Total Direct Action Requests Rejected**      Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.

*Division Reported*



# Division of Juvenile Operations

## Counting Rules for Governance Period January - June 2016

### Staff Investigations

### Administration

**65**      **Number of Open Investigations**      Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period.  
*Division Reported*

**66**      **Number of Closed Investigations**      Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period.  
*Division Reported*

**67**      **Investigations Exceeding 180 Calendar Days**      Enter the total number of investigations that have exceeded 180 calendar days.  
*Division Reported*

**68**      **Investigations Exceeding the Statute of Limitations**      Enter the total number of investigation that have exceeded the statute of limitations.  
*Division Reported*

### Adverse Actions

**70**      **Total**      Enter the total number of adverse actions initiated during the reporting period.  
*Division Reported*

**71**      **Dismissals**      Enter the total number of dismissals issued during the reporting period.  
*Division Reported*

**72**      **Rejection on Probation**      Please provide the number of staff rejections on probation during the reported period.  
*Division Reported*