

FY21 - Employee Retention

Employee Retention

Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
36.79	40.21	43.64	47.06	50.48	54.63	58.78	62.93	67.08	71.23

Description

Employee Retention rate is the percentage of non-career employees retained* versus the number of non-career employees hired the same month in the previous year. Non-career employees who are hired and a Form 50 is processed but ultimately have their hire Form 50 accession cancelled are not counted as hired and thus do not negatively impact the retention rate. A non-career employee who moves facilities, changes positions, or is converted to career and is still in an active status as defined above, would be counted as a retained employee. Seasonal or Exception Period non-career employees are excluded from the retention calculation. Based on the calculation, non-career employees on a service break would not negatively impact retention rate.

The YTD Employee Retention shown in NPA is calculated by summing the numerators for all months and dividing that by the sums of the denominators for all months.

*A retained non-career employee is defined as an employee still in an active employment status on the Friday of the 3rd Full week of the month that immediately precedes the month of their 360 day Not To Exceed (NTE) date. Full weeks run from Saturday to Friday.

Employee Retention is one portion (40%) of the Employee Utilization indicator as well as one portion (20%) of the Functional Effectiveness - Retail and Delivery indicator.

Measurement Period

The monthly report is based on the number of employees hired the same month in the previous year versus the retained employees in an active employment status on the Friday of the 3rd full week of the previous month.

The YTD Employee Retention shown in NPA is calculated by summing the numerators for all months and dividing that by the sums of the denominators for all months.

Data Source and Calculation

Source	-	Human Capital Enterprise System (HCES)
Indicator Value	-	% Non-career Employees Retained to Employee Retention Cell Value
Business Rule	-	<p>Formula for single month: $Retention\ Rate = \frac{Still\ on\ Rolls\ Friday\ of\ 3rd\ Full\ Week\ of\ the\ Preceding\ Month}{(Month)\ Previous\ Year\ Hires}$</p> <p>Example Rate for single month: $October\ 2020\ Retention\ Rate = \frac{\#\ Still\ on\ Rolls\ September\ 25,\ 2020}{\#\ of\ October\ 2019\ Hires}$</p> <p>Example YTD: $November\ 2020\ NPA\ Retention = \frac{(\#\ Still\ on\ Rolls\ 9/25/20 + \#\ Still\ on\ Rolls\ 10/23/20)}{(\#\ of\ October\ 2019\ Hires + \#\ of\ November\ 2019\ Hires)}$</p>
Decimal Precision	-	Two Decimals

Data Validation

HCES Data for both Hire Actions and Employment Status/Still On Rolls is retrieved using SQL from HRBI Database in Teradata.

Hire Actions: Parameters include Nature of Action (NOA) codes 110, 171, 190, and 113 when not processed by batch processing for returning non-career employees from break in service. Additionally NOA Effective Dates only for the according month from formula above. Final parameters are to exclude the F50 if Logical Delete Indicator or Cancellation Flag are True.

Still On Rolls: Employment Status is Active on the last Friday of previous Month

Applicable Positions / Units, Measurement Depth and Weight:

Scorecard Name	Depth Emp Util/FE Retail	Weight Emp Util/FE Retail	Total Weight Towards NPA Composite
Area Retail Delivery and Marketing	Area/Area	40.0%/20.0%	12.0%
District Retail Delivery and Marketing	District/District	40.0%/20.0%	12.0%
MPOO	District/District	40.0%/20.0%	12.0%
Post Office 22 or above	District/District	40.0%/20.0%	12.0%
Post Office 21-20	District/District	40.0%/20.0%	12.0%
Post Office 18 or below	District/District	40.0%/20.0%	12.0%
Stations or Branch (MCS/SCS) - PCES & 26	District/District	40.0%/20.0%	12.0%
Region Logistics	Region	40.0%	6.0%
Region Processing and Maintenance	Region	40.0%	6.0%
Division Logistics	Division	40.0%	6.0%
Division Processing and Maintenance	Division	40.0%	6.0%
ISC	Nation	40.0%	6.0%
REC	Nation	40.0%	6.0%
Plant	Division	40.0%	6.0%
HQ CCBOS	Nation	40.0%	6.0%
HQ CCMO	Nation	40.0%	6.0%
HQ CFO	Nation	40.0%	6.0%
HQ CHRO	Nation	40.0%	6.0%
HQ CIO	Nation	40.0%	6.0%
HQ CTO	Nation	40.0%	6.0%
HQ GC	Nation	40.0%	6.0%