**Net Annual Work Hours**

**Steps Job Classification**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Total hours contracted per employee  per year (if a regular workweek is 40 hours, then 40 x 52.14 weeks = 2,086  | Manager  | Asst. Manager | Shift Supervisor | Lead | Armed Officer | Unarmed Officer | Clerical  | Other: | Other: | Other: |
| 2. Average number of vacation hours per employee per year  |  |  |  |  |  |  |  |  |  |  |
| 3. Average number of compensatory hours off per employee per year  |  |  |  |  |  |  |  |  |  |  |
| 4. Average number of sick leave hours off  per employee per year |  |  |  |  |  |  |  |  |  |  |
| 5. Average number of training hours off per employee per year |  |  |  |  |  |  |  |  |  |  |
| 6. Average number of personal hours off per employee per year  |  |  |  |  |  |  |  |  |  |  |
| 7. Average number of military hours off per employee per year  |  |  |  |  |  |  |  |  |  |  |
| 8. Average number of break hours off  per employee per year  |  |  |  |  |  |  |  |  |  |  |
| 9. Other |  |  |  |  |  |  |  |  |  |  |
| 10. Other |  |  |  |  |  |  |  |  |  |  |
| 11. Total hours off per employee per year [total line 2 through 10]  |  |  |  |  |  |  |  |  |  |  |
| 12. Net annual work hours [subtract line 11 from line 1] |  |  |  |  |  |  |  |  |  |  |