



FACILITIES PLANNING & OPERATIONS

**GROUNDS PROGRAM REVIEW
NON-GROUNDS AND LEAVE ANALYSIS SUMMARY**

	ANNUAL LEAVE HOURS	ANNUAL NON-GROUNDS HOURS	TOTAL
CAÑADA	975	654	1,629
CSM	2,063	1,452	3,515
SKYLINE	852	642	1,494
TOTAL (hrs)	3,891	2,747	6,638

**1,820 Annual Working Hours Per Groundskeeper
3.6 FTE on Non-Grounds & Leave Hours**

**13 Total No. of Grounds on Current Staff
28.1% Percentage Lost to Non-Grounds & Leave Hours**

GROUNDS LEAVE ANALYSIS

	FY0405 TOTALS (in hours)			FY0506 TOTALS (in hours)			FY0607 TOTALS (in hours)			Average over 3 years			Vacation	Holidays	TOTAL
	Leaves w/Pay	IA	LWOP	Leaves w/Pay	IA	LWOP	Leaves w/Pay	IA	LWOP	Sick Leave less IA & LWOP	IA	LWOP			Annual Leave Hours
CAÑADA	222	15	26	530	0	25	30	0	0	261		17	338	360	975
CSM	327	15	0	775	0	0	206	8	0	436		0	788	840	2,063
SKYLINE	101	688	174	189	0	0	0	0	0	97		58	338	360	852
TOTAL (hrs)	649	718	200	1,494	0	25	236	8	0	793	0	75	1,463	1,560	3,891

1,820 Annual Working Hours Per Groundskeeper
2.1 FTE on leave

Legend:

- LWOP Leave without pay
- IA Industrial Accident
- FTE Full time equivalent

NON-GROUNDSKEEPING TASKS (*Groundskeepers Only*)

		Average No. of Hours Spent Per Year			Source of Information/Assumptions
		CAN	CSM	SKY	
Grounds Related	Purchase/Receive/Stock Grounds Supplies	24	24	24	2 hrs/monthly/1 person = 24
	Mobilizing/Demobilizing: includes sign/in & sign/out, daily briefings, walking to work area	75	175	75	CAN: .5 hrs/day/person = .5x3x50 = 75 CSM: .5 hrs/day/person = .5x7x50 = 175 SKY: .5 hrs/day/person = .5x3x50 = 75
	Travel time between assignments on campus	75	175	75	CAN: .5 hrs/day/person = .5x3x50 = 75 CSM: .5 hrs/day/person = .5x7x50 = 175 SKY: .5 hrs/day/person = .5x3x50 = 75
Non-Grounds	Collective Bargaining (Labor-Management, Council Monthly Meetings, Negotiations, Grievances, Steward representation at meetings)	12	60	12	SWAG
	Emergency Response (Irrigation line breakage, Spill cleanups, floods)	40	40	40	SWAG
	Fueling Vehicles	36	84	18	CAN: 1 hrs/month/person = 1x3x12 = 36 CSM: 1 hrs/month/person = 1x7x12 = 84 SKY: .5 hrs/month/person = .5x3x12 = 18
	Meetings (Staff, Departmental, Safety, Committee)	161	369	161	Includes wkly staff mtgs, semi-annual general sessions, performance reviews, counseling mtgs
	Training	225	525	225	Technical training of 1.5 monthly
	Pickup/Deliver DW Shared Vehicle/Equipment	6	0	12	SWAG
	TOTAL	654	1,452	642	

1,820 Annual Working Hours Per Groundskeeper
1.51 FTE on non-grounds tasks