



**NUMBER 4.2**

**FLEET MANAGEMENT POLICY / PROCEDURE**

**SUBJECT:** Overall Direct Labor on Work Orders Accounts for 65% of Gross Available Labor

**APPROVED:**

Michael Quattrone, Fleet Manager

**PURPOSE:** Verify and document that the overall direct labor charges on work orders accounts for 65% of the fleet's gross available labor

**PROCEDURE:** Total available Direct labor = 97,240  
Total available Labor Hours = 142,795  
Direct Labor % to Total = 68.10 %

See attached detail.

**PREPARED BY:** Lynne Kita, Accountant

**DATE:** December 16, 2010



Verify and document that the overall direct labor charges on work orders account for 65% of the fleets gross avail. Labor										Does this employee charge labor to work orders?
ID	Facility Name	First name	Last name	Job title	Total annual hours not to exceed 2080	Total Annual Salary	Unpaid benefits like health insurance	Salary and Benefits Total	Labor	Count
0098	CVMF	Thomas	Roy	Auto Machinist	2080	45233	20,480	65713	yes	1
0111	CVMF	1560*15.50	Holtz	Equipment Mechanic - ON CALL	1560	24179	1850	26029	yes	1
0106	CVMF	Henderson	Ron	Heavy Equipment Aide	2080	33959	11627	45586	yes	
0085	CVMF	O	Chong	Heavy Equipment Aide	2080	38158	19137	57295	yes	2
0015	CVMF	Codding	Dale	Heavy Mechanic II	2080	45568	22724	68292	yes	
0112	CVMF	Dickinson	Charles	Heavy Mechanic II	2080	42156	19897	62053	yes	
0102	CVMF	Julian	Phil	Heavy Mechanic II	2080	45568	20545	66113	yes	
0104	CVMF	Wambach	Warren	Heavy Mechanic II	2080	45568	22724	68292	yes	
0080	CVMF	Carrera, B	Jesus	Heavy Mechanic II	2080	45568	20545	66113	yes	
0112	CVMF	Preston	Charles	Heavy Mechanic II	2080	45568	20545	66113	yes	
0041	CVMF	Reike	Mario	Heavy Mechanic II	2080	45568	22724	68292	yes	
0046	CVMF	Guyon	Warren	Heavy Mechanic II	2080	45568	13833	59401	yes	
0105	CVMF	Carrera, A	Jesus	Heavy Mechanic II	2080	45568	22724	68292	yes	
0082	CVMF	Charles	Douglas	Heavy Mechanic II	2080	37165	12236	49401	yes	
0045	CVMF	Fudge	Scott	Heavy Mechanic II	2080	45568	13833	59401	yes	
0778	CVMF	Spivak	Leonid	Heavy Mechanic II	2080	45568	20545	66113	yes	
0127	CVMF	Gonzalez	Roberto	Heavy Mechanic II	2080	37165	12236	49401	yes	
0081	CVMF	Manning	James	Heavy Mechanic II	2080	45568	22724	68292	yes	14
0137	CVMF	Yanz	Mark	Master Automotive Technician	2080	45568	13,833	59401	yes	
0140	CVMF	Meyer	Anthony	Master Automotive Technician	2080	45568	21,594	67162	yes	
0115	CVMF	Brown	Ben	Master Automotive Technician	2080	45568	22,724	68292	yes	
0123	CVMF	Schulz	Ron	Master Automotive Technician	2080	44223	13,577	57800	yes	
0119	CVMF	Haller	Eric	Master Automotive Technician	2080	45568	20,545	66113	yes	
0116	CVMF	Richardson	Jeremy	Master Automotive Technician	2080	40284	12,829	53113	yes	
0118	CVMF	Mitchell	Dennis	Master Automotive Technician	2080	40136	21,692	61828	yes	7
0000	CVMF	vacant	vacant	Master Truck Technician	2080	40283	18926	59209	yes	
0000	CVMF	vacant	vacant	Master Truck Technician	2080	40283	18926	59209	yes	
0067	CVMF	Prine	Wes	Master Truck Technician	2080	45568	22724	68292	yes	
0125	CVMF	Cannarozzo	Rodney	Master Truck Technician	2080	45568	20545	66113	yes	
0148	CVMF	Vandervoort	Sean	Master Truck Technician	2080	45568	19930	65498	yes	5
0017	CVMF	Bean	Karl	Senior Auto Welder	2080	49037	21203	70240	yes	1
0144	CVMF	Petrie	David	Sign Maker	2080	47145	14132	61277	yes	1
0801	CVMF	Burns	Anne	Sr Equipment Mechanic	2080	53110	21,978	75088	yes	1
0020	CVMF	vacant	vacant	Sr. Automotive Maint Mechanic	2080	34430	17,622	52052	yes	
0002	CVMF	Molinari	Ralph	Sr. Automotive Maint Mechanic	2080	44223	20,289	64512	yes	
0011	CVMF	DiFrancesca	Ross	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	
0047	CVMF	Glanton	Daniel	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	
0022	CVMF	Nwugwo	Charles	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	
0064	CVMF	Wise	Larry	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	
0060	CVMF	Suong	Hort	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	
0061	CVMF	Grassadoria	Mike	Sr. Automotive Maint Mechanic	2080	44223	20,289	64512	yes	

Verify and document that the overall direct labor charges on work orders account for 65% of the fleets gross avail. Labor										
ID	Facility Name	First name	Last name	Job title	Hours	Total Annual Salary	Unpaid benefits like health insurance	Total Annual Salary and Benefits	Does this employee charge labor to work orders?	Count
0008	CVMF	D'Alessandro	John	Sr. Automotive Maint Mechanic	2080	44223	13,577	57800	yes	
0099	CVMF	Brooks	Terrell	Sr. Automotive Maint Mechanic	2080	44223	22,468	66691	yes	10
0141	CVMF	Magguilli	Vincent	Tire Repairer	2080	40362	21735	62097	yes	
0131	CVMF	Santiago	Bruno	Tire Repairer	2080	33588	11556	45144	yes	2
0147	CVMF	Kelly	Brett	Truck Technician	2080	35501	18017	53518	yes	1
0138	CVMF	Pedraza	Flo	Sr.Maint Mech/Welder	2080	45233	18926	64159	yes	1
	<b>Headcount</b>	47		<b>Based on Hours</b>					<b>Based on \$\$</b>	47
<b>Total Available Labor - Work Orders</b>				<b>68.10%</b>	<b>97240.00</b>	<b>\$ 2,019,861</b>	<b>\$ 882,906</b>	<b>\$ 2,902,767</b>	<b>64.80%</b>	
0000	CVMF	Vacant	Vacant	Fleet Manager	2080	65874	27,683	93,557	no	1
1000	CVMF	Pecora	John	Equipment Analyst	2080	58281	26,240	84,521	no	1
1001	CVMF	Dunn	Jenelle	Sr. Account Clerk	1820	35127	20,740	55,867	no	1
1002	CVMF	Kita	Lynne	Accountant	1820	46357	8,819	55,176	no	1
1003	CVMF	Kasturi - Rangan	Lakshmi	Technology Application Specialis	1040	29140	6,415	35,555	no	1
1004	CVMF	Corser	Scott	Service Manager	2080	70578	27,083	97,661	no	1
1005	CVMF	Haynes	Richard	Assistant Service Manager	2080	64820	25,130	89,950	no	
1006	CVMF	O Hare	Frank	Assistant Service Manager	2080	60814	26,722	87,536	no	
0001	CVMF	Billitier	James	Assistant Service Manager	2080	63456	27,224	90,680	no	
0079	CVMF	O Donnell	Gary	Assistant Service Manager	2080	55853	22,809	78,662	no	4
0650	CVMF	Smith, L	Lisa	Warranty Specialist	2080	63456	12,069	75,525	no	1
0002	CVMF	Cato	Richard	Fleet Service Writer	2080	42781	13,303	56,084	no	
0083	CVMF	Jones	Roger	Fleet Service Writer	2080	42781	20,015	62,796	no	2
0000	CVMF	Vacant	vacant	Auto Parts Clerk	2080	31,486	17,254	48,740	no	
0124	CVMF	Macauley	Macauley	Auto Parts Clerk	2080	35,066	11,837	46,903	no	
0014	CVMF	Banks	Banks	Auto Parts Clerk	2080	40,136	12,800	52,936	no	3
1004	CVMF	Smith	Amanda	Parts & Materials Mgr.	2080	63,455	25,729	89,184	no	1
0004	CVMF	Dengler	Stephen	Parts Supervisor	2080	57,564	25,003	82,567	no	1
0725	CVMF	Norselli	Mario	Parts Supervisor - on call	0	0	0	0	no	1
0051	CVMF	Hollis	Hollis	Sr Auto Parts Clerk	2080	44,223	13,577	57,800	no	
0057	CVMF	Blood	Blood	Sr. Auto Parts Clerk	2080	40,136	21,692	61,828	no	2
1007	CVMF	Hiler	Tony	Car Pool Coordinator-On Cal	1355	21504	1,655	23,159	no	1
0013	CVMF	Willey	Dale	Mechanic Supervisor	2080	53110	21978	75,088	no	
0026	CVMF	Koch	Pete	Mechanic Supervisor	2080	53110	21,987	75,097	no	2
	<b>Headcount</b>	24		<b>Based on Hours</b>					<b>Based on \$\$</b>	24
<b>Total Available Labor Administrative</b>				<b>31.90%</b>	<b>45555.00</b>	<b>\$ 1,139,108</b>	<b>\$ 437,764</b>	<b>\$ 1,576,872</b>	<b>35.20%</b>	

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ID	Facility Name	First name	Last name	Job title	Total annual hours not to exceed 2080	Total Annual Salary	Unpaid benefits like health insurance	Salary and Benefits Total	Does this employee charge labor to work orders?	Count
Total Headcount		71								
<b>Total Available Labor</b>				<b>100.00%</b>	<b>142,795.00</b>	<b>\$ 3,158,969</b>	<b>\$ 1,320,669</b>	<b>\$ 4,479,638</b>	<b>100.00%</b>	