

# Job description, On-time Tracking and Management Systems



**Thematic Area:** Socio-economic performance.

**Priority:** How can working conditions be improved?

**Need:** Attractiveness of professions: How to facilitate hiring; How to reduce arduousness of work.

**Solution EU Number:** WC-15.

**Content of the Solution:** Implementing a time-tracking system to ensure legal compliance, optimize working hours for improved productivity, and set and achieve short and longterm goals.

**Key Contacts:** Not available.

**Case Study:** Not available.

## Reasons for Implementing this Solution

The equestrian sector often faces high employee turnover, partly due to overwork and poor working conditions. By ensuring that objectives and expectations are clear and working hours are adhered to, preventing excessive overtime, this system can significantly improve employee satisfaction, reduce stress, and lower accident rates. Ultimately, this contributes to a more stable workforce, better retention, and a safer, more productive environment.

## Description of Solution Strategies

A Job description, an On-Time Tracking and Workers Management System in the equestrian industry allows farm managers to fix clear expectations and objectives and to monitor working hours, breaks, and employee workload in real-time through specialized time-tracking apps or software. These tools help ensure that employees are not working beyond their set hours and that tasks are properly distributed. With features such as automated time tracking, task assignment, performance monitoring, and real-time updates, these systems improve workforce efficiency, reduce overwork, and help in managing labor costs effectively, all while providing managers with easy access to data for better decision-making.

## Implementation Steps

1. List and Prioritize Tasks and Delegate Appropriately
  - Assign clear tasks based on employee skills and capacities to optimize efficiency and prevent overwork. This is the basis of the job description that must be approved by the farmer and the worker when he is hired.
2. Set Clear, Measurable Objectives
  - Define specific goals and KPIs for daily, weekly, monthly, and yearly performance, ensuring transparent tracking of progress. These objectives can be added in the job description. Ensure to fix these objectives with the person concerned during an annual performance review for example.

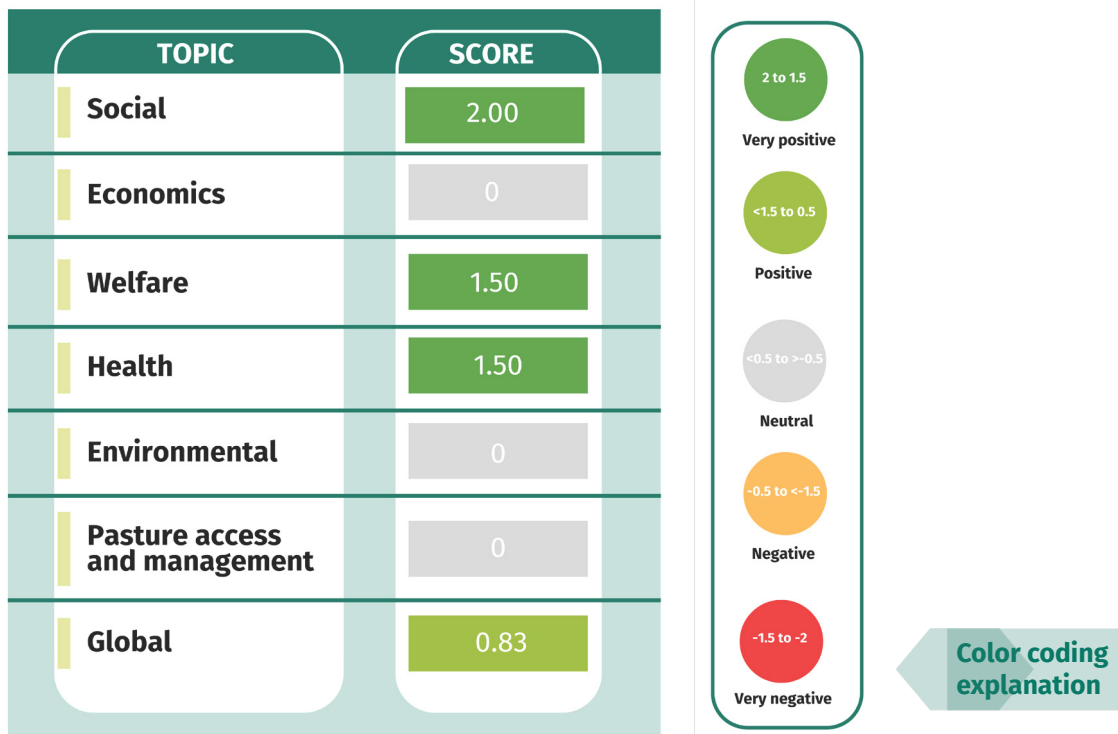


# Technical Sheet for Solution Implementation

## Job description, On-time Tracking and Management Systems

3. Implement Employee Development Programs
  - Provide opportunities for continuous learning and growth, alongside a reward program, to motivate employees and boost long-term efficiency.
4. Time Tracking and Regular Feedback
  - Use time-tracking apps or software to monitor work hours and performance, providing employees with feedback to improve productivity and identify areas for improvement.
5. Organized annual review meeting with workers in face to face
  - This is an opportunity to discuss each of the previous points and update the job description considering comments, feelings, training requests or needs of the worker.
6. Flexible Work Schedules and Rest Periods
  - Offer flexible working hours or rotating shifts to avoid overtime and promote work-life balance, ensuring sufficient rest and recovery.
7. Optimize Workflows and Automate Processes
  - Continuously assess and streamline workflows, using automation where possible to reduce bottlenecks and improve efficiency across tasks.

### How Will this Solution Impact the Performance of your Farm ?



**Socioeconomics:** This solution will support social performance and will not have an effect on the economic performance of your farm because it improves worker well-being, reduces stress-related accidents, and helps retain good employees by preventing unnecessary extra hours. A professional app enhances organization, ensuring tasks are well-distributed and tracked. While it may require time to implement and could lead to higher insurance and overtime costs, these are balanced by improved worker efficiency and morale, resulting in a neutral economic impact.

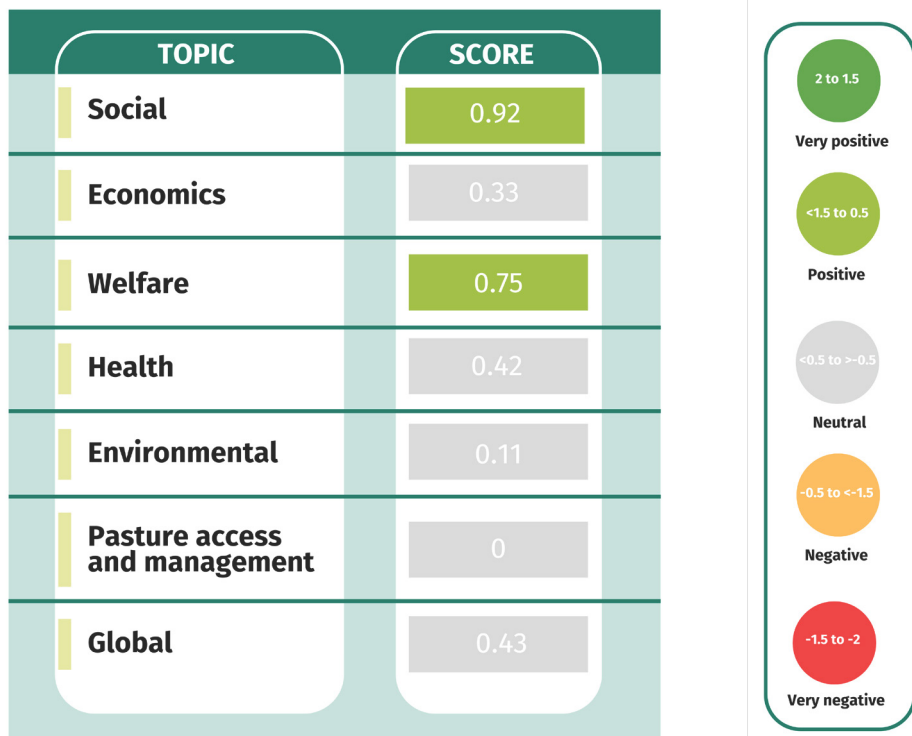


**Health & Welfare:** This solution may have a positive effect on health as early signs of pain and disease can be detected earlier by rested and engaged staff. The personnel also may concentrate better on daily checks of resources (water presence and quality, box cleaning, more time related to turn out the horses) potentially increasing equine welfare. More engaged staff would promote positive mental states in horses by positive human-horse relationship.



**Environmental Sustainability:** This solution has no effect on performance related to environmental sustainability or grassland management.

### How Will this Solution Impact the Resilience of your Farm?



**Socioeconomics:** This solution will support social performance of the farm facing external challenges because better communication and professionalized management improve employee understanding, productivity, and retention, especially in larger operations. This solution won't significantly affect economic performance because implementing structured labor systems and time management apps remains costly and challenging, with uncertain financial benefits.

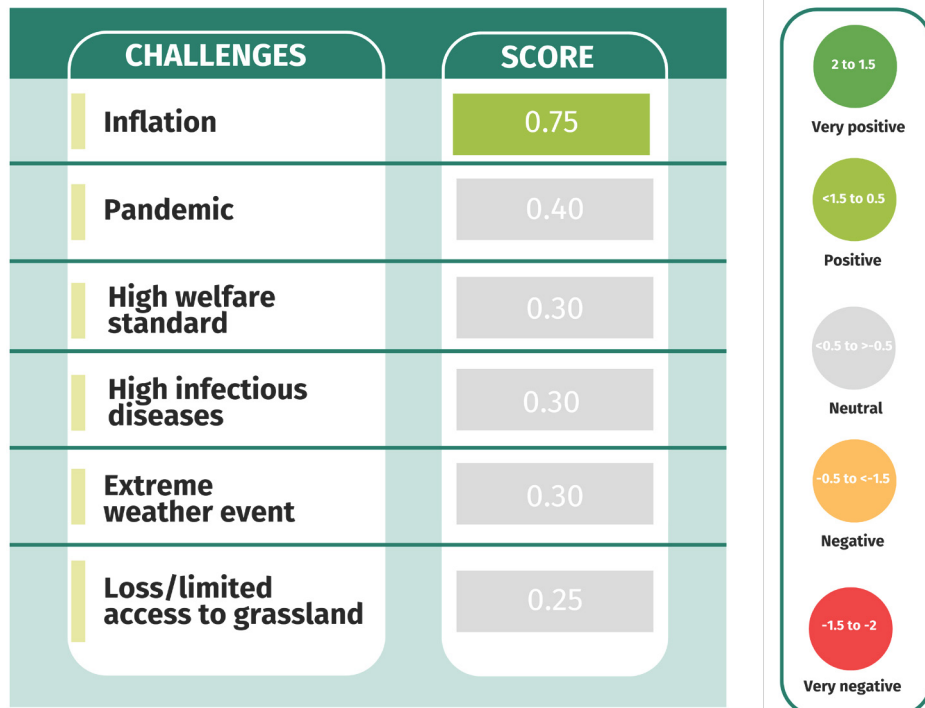


**Health & Welfare:** This solution has no direct effect on farm's ability to recover from defined challenges from perspective of health, but it may help from welfare perspective for the same reasons as for the performance analysis.



**Environmental Sustainability:** This solution has no direct effect on a farm's ability to recover from defined challenges from perspective of environmental sustainability or grassland management or access. However, experts consider that it is necessary to form employees regarding farm needs in different areas such as dealing with floods, droughts, lack of pasture.

### How Can this Solution Help your Farm Cope with Specific External Challenges to Become More Resilient?



**Inflation & Social Crises:** This solution will support the global performance of the farm facing inflation because improved communication and professionalized management enhance productivity, reduce turnover, and streamline onboarding. This solution won't have a direct effect on the performance of the farm in case of pandemic.



**Welfare & Diseases:** This solution has no direct effect on farm's ability to recover from health problems or don't reduce mortality in case of infectious disease outbreak, but it may help when new legislation for better welfare standards is introduced as it potentially promotes better human-horse relationship. This solution has no direct effect on farm's ability to recover from health problems, but it may help when new legislation for better welfare standards will be introduced as it potentially promotes better human-horse relationship.



**Climate Change & Access to Land:** This solution has no direct effect on farm's ability to recover from challenges related to excessive rainfall or loss/limited access to grassland. However, this kind of event might create a need for extra labour, or employees may have to do a different type of work than usual, and this solution is able to provide help with planning.



# Technical Sheet for Solution Implementation

## Job description, On-time Tracking and Management Systems

### Cost-Benefit Analysis

#### Costs

##### Socioeconomics:

- Initial Investment: Setting up the On-Time Tracking and Workers Management System requires initial financial outlay for the software, training, and implementation.
- Operational Costs: Ongoing costs for maintaining the system, subscription fees for apps/software, and potential upgrades or technical support.
- Potentially overtime payments.

##### Health & Welfare:

No effect.



#### Benefits

- Time to organize review meeting with each worker and prepare initial job description.
- Improved Employee Retention: By ensuring proper working hours and reducing overwork, the system can contribute to lower turnover rates, leading to savings in recruitment and training costs.
- Higher Productivity: Better time management and task allocation can result in improved employee performance, directly contributing to higher productivity and overall farm profitability.
- Reduced Absenteeism: With a better-managed workload, employees are less likely to suffer from burnout or health issues, reducing absenteeism and improving operational efficiency.
- Improved wellbeing of workers in general.



- Task Completion: Ensuring important horse-related tasks are done (e.g., emptying water troughs).
- Impact on Horses:
  - With better workload management, employees are less fatigued, allowing them to provide higher quality care for the horses, reducing the risk of accidents or neglect.

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## Costs

### Environmental Sustainability :

No effect.

### Cooperation between farms:

No effect.



## Benefits

-y optimizing workforce distribution, more focus can be given to proper horse care, ensuring that horses receive adequate attention and exercise, which improves their overall health.

No effect.

- Exchange on solutions for overtime and improvement of work task description can be beneficial for both exchanging farms.



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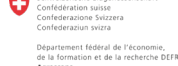
### Additional Resources

#### Websites

- <https://www.nordiclabbourjournal.org/i-fokus/in-focus-2024/theme-work-related-deaths/article.2024-05-14.4546287026>
- <https://www.boe.es/buscar/doc.php?id=BOE-A-2017-7982>
- [https://nationaldairyfarm.com/wp-content/uploads/2021/07/Performance-Evaluation-Form.docx&ved=2ahUKEwi\\_75uQ99GLAxUig\\_0HHTv1D8sQFnoECDYQAQ&usg=AOvVaw1myHUnsG8yRZQtQHhr\\_sPB](https://nationaldairyfarm.com/wp-content/uploads/2021/07/Performance-Evaluation-Form.docx&ved=2ahUKEwi_75uQ99GLAxUig_0HHTv1D8sQFnoECDYQAQ&usg=AOvVaw1myHUnsG8yRZQtQHhr_sPB)

#### Publications

- <https://www.kau.se/en/news/new-research-work-environment-and-working-conditions-equine-sector>
- <https://pubmed.ncbi.nlm.nih.gov/35203148/>



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## Ideas to Animate a Workshop About the Solution

- Ask an advisor specialized in reducing overtime and implementing on time tracking systems to hold a workshop for farm owners.
- Find a model farm or suitable seminar place where the workshop can take place (maybe even online).
- Complete the required tasks and let the participants take part in these demonstration tasks and discussions.

## Proposed Structure for the Workshop About on-Time-Tracking and Work description Management Systems in Horse Stables:

### 1. Introduction to Time Tracking Systems

- What are time-tracking systems?
- Key features and components (e.g., software, hardware).
- Types of time-tracking systems available on the market.

### 2. Benefits of Time Tracking and Task Managing Systems in Horse Stables

- Reduced Physical Strain: Less overtime or unnecessary labor for farm workers.
- Cost Savings: Potential long-term savings on labor.
- Increased Efficiency: Better management of working hours.

### 3. Practical Applications on Horse Farms

- Individual adjustment of work schedules.
- Group and individual task management.
- Enables better planning and allocation of tasks..

### 4. How to Choose the Most Suitable System

- Evaluation of the needs of the farm.
- Assessment of structural and operational requirements.
- Features such as ease of use and integration with existing systems.
- Price comparisons.

### 5. Hands-On Demonstration

- Live demo of handling and installing time tracking systems.
- Testing different (if available) systems and giving participants a chance to try them out.

### 6. Maintenance and Troubleshooting

- Regular updates and adjustments of the system and described tasks.
- Data-safety controls and back up files.

### 7. Case Studies and Real-World Examples

- Examples of farms using time-tracking systems.
- Discussion of how they have integrated these tools into their daily operations.
- Lessons learned and tips from farm operators.



## **8. Cost Analysis and Return on Investment (ROI)**

- Initial cost modular systems vs. long-term savings in labor.
- How to calculate ROI based on farm size, workload, and usage.
- Financial benefits from reducing strain on workers and improving productivity.

## **9. Q&A Session**

- Open floor for participants to ask questions about specific concerns or experiences.
- Address any uncertainties regarding the effectiveness or costs.

## **10. Wrap-Up and Resources**

- Summary of key points covered in the workshop.
- Additional resources for further learning (websites, suppliers, online communities).
- How to access special discounts or offers on modular facilities if partnered with companies.