

Employee Work Discipline at the Baraka District Office, Enrekang Regency

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ABSTRACT

This study aims to find out the work discipline of employees at the Baraka District Office, Enrekang Regency. By using qualitative research methods with descriptive research types. The data collection technique uses observation, interview, and documentation methods. The data analysis techniques used are data collection, data presentation, data condensation and conclusion/verification. The results of the study show that each indicator used can be said to be "good" according to the indicators used, namely Attendance, employee attendance is quite good because employees are present on time to the office. Compliance with work regulations, employees implement work regulations in accordance with Standard Operating Procedures (SOPs) properly. Regulations on work standards, employees have implemented work standards well. Working ethically, judged from the level of employee ethics, both fellow employee leaders and the community. Therefore, employee work discipline can be said to be quite good and there are performance achievements that must be fulfilled by employees, otherwise employees will be subject to sanctions. This research also uses the latest indicators regarding employee discipline and is supported by the latest journals and supporting books.

Keywords: discipline, leadership, employees

INTRODUCTION

The role of human resources has great significance for the sustainability of the company, both individually and as a group, (Mashenene & Kumburu, 2023; McCracken et al., 2017). They are the people who are responsible for designing and producing goods, services, tools, and products. Every company needs quality human resources and has a commitment to the company, (Abduli & Arifi, 2022; Holbeche, 2022). Employees who have a high commitment to the company tend to increase their productivity. This is very important for the company, because a high level of productivity is expected to ensure the implementation of work effectively and efficiently, (Kateb & Ahmadi, 2018).

The achievement of the goals, vision and mission of an institution cannot be realized without the role and cooperation of the parties in it. The best performance certainly needs to be inscribed from all elements, be it from the leadership to the employees/employees. This performance can be maintained and maintained with high discipline, especially from employees and leaders who also supervise and control. Employee work discipline is considered a very effective and influential method in achieving the goals of an organization or institution, especially in the field of government that is mandated to serve the community, (Jumriah et al., 2016; Niswaty et al., 2018).

Mogot et al (2019) Explain that work discipline is basically an attitude of respecting the company's rules and policies that is reflected in the behavior of employees, which makes them willing to voluntarily obey the rules. Discipline is an absolute necessity for organizations, because without the support of disciplined employees, it will be difficult to achieve agency goals, (Akib

et al., 2022). Discipline is also an important component in human resource management, as it can improve employee achievement and work results. This is beneficial in developing employees' skills and abilities and changing their attitudes to be more responsible. Employee work productivity can be improved well through discipline, in addition to other factors that also play an important role.

Of course, discipline does not just appear but is influenced by various factors. One of the significant factors is the attitude and example shown by the leadership, (Akib et al., 2022; Mogot et al., 2019). For example, employees tend to imitate discipline if they have a leader who is also disciplined, and vice versa. When there is a violation of discipline and the leader does not act decisively, this can reduce the importance of discipline in the eyes of other employees, considering it as a mere formality. Another factor that affects discipline is remuneration, in return for the sacrifices of employees who are not worth it can also have a significant impact on their level of work discipline and according to Hasibuan (2014) The factors mentioned include organizational goals and individual abilities, examples and examples from leaders, firmness in leadership, remuneration, justice, mediation, the application of sanctions or punishments, and relationships based on human values.

The Baraka District Office of Enrekang Regency is one of the government offices located in Enrekang Regency. Based on the results of initial observations conducted by researchers in July-August 2021, it was found that employees at the Baraka District Office, Enrekang Regency showed discipline that was not considered optimal because there were still employees who could not apply discipline, especially discipline when going to the office. The results of the observation show that there is discipline that is classified as less than optimal so that employee performance is less effective. There are employees who are not disciplined in their work such as not coming to the office on time and leaving the office when the office atmosphere has begun to be quiet and there is a possibility that there are no more people who want to get services, so people usually wait for a long time. Not only that, but there are also several employees who do not go home at the appointed time at the Baraka District Office, Enrekang Regency.

METHOD

This research is a type of qualitative research, (Sugiyono, 2022). Meanwhile, the approach used is a descriptive approach. (Sugiyono, 2022; Suprianto, 2024) that descriptive research is a type of research that is used to describe or explain the characteristics or conditions of a phenomenon, without making comparisons or relationships between variables. This research uses a qualitative approach because it requires in-depth and detailed data. This method involves direct observation at the research site to understand the actual conditions, using observation guidelines, interview guidelines, and research documentation. In this study, the informants consisted of three employees at the Baraka District Office, Enrekang Regency and four people from Baraka District, Enrekang Regency. Informants are selected based on their relevance in providing information or data to researchers, (Suprianto, 2024). The data collection process is carried out through three methods, namely observation, interviews, and documentation, (Alamri, 2019; Milena et al., 2008). Meanwhile, the data analysis in this study uses data analysis according to Miles, et al (2014), namely data collection, data condensation, data presentation and conclusion drawn/verification

RESULT AND DISCUSSION

To get an overview of employee work discipline at the Baraka District Office, Enrekang Regency, the researcher processed and displayed the data collected during the study using

observation, interview, and documentation methods. The data is presented in a descriptive manner, which is in accordance with the theory put forward by Ichsan et al (2020), namely attendance, obedience to work regulations, obedience to work standards and ethical work. The description of the data analysis obtained during the research process is as follows:

Presence

Presence refers to the presence of a person or group of people in a place at a certain time. This term is often referred to as presence, which indicates the presence of an individual or group in a particular location, both when they arrive and when they return. This attendance data records the arrival and departure times of each employee each day in a company, including both when they enter the office and when they leave the office.

Based on the results of interviews with employees and the local community at the Baraka Office of Enrekang Regency, it can be concluded that the presence of employees in the office is quite good because there are several employees who are present on time and some local people state that employees who often come to the office late. In addition, it was found that the presence of employees in the office was quite good because there were some employees who arrived on time and there were also some employees who came to the office late. After being traced, the reason the employee came to the office late was due to personal reasons such as preparing meals for the family in the morning and taking his children to school. As for activities such as meetings, community service, Development Planning Deliberations (Musrenbang) at the sub-district level and other important activities, not all employees come according to the predetermined schedule. Sometimes only 1-3 people can be on time when there is an activity while the other employees come or follow.

Ichsan et al (2020) states that attendance is physical and mental participation, involvement in all tasks or activities". Employee attendance is an important thing that needs to be managed because attendance will affect how optimal the company is in achieving its targets. Attendance is often measured through attendance which can affect employee productivity and performance. From this understanding, we can know that employee attendance is important for the company because it can measure employee performance and productivity.

Based on the results of the research at the Baraka Office of Enrekang Regency, it can be concluded that the presence of employees in the office is quite good because there are several employees who are present on time and some local people state that employees who often come to the office late. Based on the results of this study, it was also found that the presence of employees in the office was quite good because not all employees came to the office on time, there were some employees who came on time and there were also some employees who came to the office late. After being traced, the reason the employee came to the office late was due to personal reasons such as preparing meals for the family in the morning and taking his children to school. As for activities such as meetings, community service, Development Planning Deliberations (Musrenbang) at the sub-district level and other important activities, not all employees come according to the predetermined schedule. Sometimes only 1-3 people can be on time when there is an activity while other employees come or just follow.

These findings are consistent with the findings of research conducted by Wahyuni et al., (2017). Service officers are still not optimal in showing discipline in providing services to the community. This problem occurred because some staff were not on site while providing services to the community.

Compliance with Work Regulations

Obedience is a change in one's attitude and behavior to follow the instructions of others, which is done with awareness and wholeheartedness. This reflects a commitment to obey in carrying out the commandments given. Compliance with Work Regulations includes employee compliance with all applicable rules in the work environment, including following established procedures. In addition, obedience also reflects the extent to which an employee is responsible in completing the tasks assigned to him. Based on the results of interviews with employees at the Baraka District Office, Enrekang Regency, it can be concluded that employees carry out work regulations in accordance with the Standard Operating Procedures (SOP) properly because there is a performance agreement and if this is not implemented at least 80%, sanctions will be imposed. The agreed regulations such as having to ask for permission or provide information if there are activities outside the office such as External Duties (TL), work visits and a series of activities carried out during external service.

Based on the results of research at the Baraka District Office, Enrekang Regency, it was found that employees had implemented work regulations well. This is evidenced by the way employees always provide information or ask for permission when there are outside activities such as External Tasks (TL), picking up children at school, meetings outside the office and so on. Not only that, but the performance achievements of employees are also always above 80% while carrying out their respective duties. Amirullah & Saleh (2015) states that regulations are written provisions made by state institutions or authorized officials, which are binding in general. Compliance with Work Regulations reflects the willingness of employees to comply with the established rules and comply with the procedures that apply in the office.

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These findings intersect with research conducted by Hasibuan (2014) that the higher the legal awareness and legal obedience of the citizens of a country, the more orderly its social and administrative life will be. This factor of legal awareness and legal obedience has a vital role in the development of the legal system. In other words, the stronger the community's legal awareness, the stronger their obedience to the law, while if legal awareness is low, obedience to the law also tends to be low.

Regulations on Work Standards

Regulations are policies made and implemented by individuals to create orderly, orderly, and conducive circumstances. Regulation refers to a well-organized, structured, and orderly setting. These rules serve as guidelines, provisions, or rules that are set to regulate behavior or discipline. In the context of the Work Standards, these regulations are a set of provisions set by the company for employees to follow. These work rules are binding and must be obeyed by employees, often also listed in the employee's employment contract

Based on the results of interviews with employees at the Baraka District Office, Enrekang Regency, it can be concluded that employees have implemented work standards well because there is a work plan and leadership report that will be approved by the leadership, which in this case is the Sub-district Head. Work standards will be conveyed and agreed upon during internal meetings so that employees can listen directly.

Based on the results of research at the Baraka District Office, Enrekang Regency, it was found that work standards will be conveyed by the Sub-district Head when the internal meeting takes place on the condition that all employees must be present during the meeting. Because the meeting is very important and there is an absence that will affect performance achievements, employees must attend the meeting.

Performance standards are a measure used to assess the effectiveness of performance. Thus, performance standards describe the conditions that occur when a job is done effectively. Performance standards are used when it is not possible to set targets based on time. Junita, (2017) explained that standard Operating Procedures (SOPs) are guidelines or procedures that are used as guidelines in carrying out work and are also used as performance measuring tools or as standards in evaluating employee performance in private companies and government agencies. The goal is so that work can be carried out in accordance with the SOPs that have been set and used in work practice.

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Work Ethically

Working ethically is a value that comes from dedication and consistency in work. Capitalists consider that hard work is important and can strengthen a person's moral character. Employees who work ethically will understand their roles and responsibilities based on their respective jobs and positions, thereby reducing the possibility of conflict in the workplace.

Based on the results of interviews with employees and the local community at the Baraka District Office, Enrekang Regency, it can be concluded that employees have good ethics when serving the community. Work standards are contained in the Standard Operating Procedures (SOP) that apply in the office. This is proven when the public comes to the office, employees serve in a friendly manner, such as questioning the purpose and purpose of the community coming to the office, and when the community does not understand, employees explain the procedure clearly. In addition, employees also apply good ethics with the Sub-district Head as the leader. Ethics is also always a topic of discussion during internal meetings, where the Sub-district Head always reminds employees to maximize service to the community.

Furthermore, employees provide good service to the community. Good service is carried out employees serve the community using the 3S principles, namely greetings, smiles and greetings. In addition, when the public comes to the office, employees always question the intentions and objectives of the community and explain with clear procedures.

Working ethically is the ability to maintain proper moral values in the workplace. This is an attitude that helps the way a person performs his job duties with a high moral base. Work ethics, work experience, and work culture, as well as the work spirit instilled, have the potential

to affect employee work performance in an organization if managed optimally by paying attention to employee behavior, (Nasrullah et al., 2017; Rahman et al., 2022; Suprianto & Arhas, 2022). Thus, the work performance of employees in the organization can be improved.

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In line with that, the results of this study are also supported by the results of research conducted by Farhanuddin et al (2021) explained that the application of ethics in public service which includes individual ethics, organizational ethics, and professional ethics can reduce ethical problems that often arise in public service administration, such as lack of responsiveness, lack of willingness to listen to suggestions and complaints, inefficiency, discriminatory behavior, and lack of friendliness. The community often faces problems such as illegal levies and imbalances in public services. Optimizing public services through the application of ethics can produce quality and relevant services. Public service ethics is a tool to formulate public policies and as a means of evaluation. This ethics also connects moral norms with concrete actions. Friendly, thoughtful, and disciplined public services can support good governance, because public services are the main indicator of the success of the implementation of good governance.

CONCLUSION

Based on the results of the research and discussion in chapter IV regarding employee work discipline at the Baraka District Office, Enrekang Regency, it can be concluded that employee discipline can be categorized as "good" based on several indicators used, namely 1) Attendance, employee attendance can be judged from the punctuality of coming and leaving the office according to the predetermined hours and participating in important activities such as meetings and other agendas, 2) Compliance with work regulations is assessed from compliance with regulations based on performance agreements that have been mutually agreed upon and otherwise employees will be sanctioned, so employees must obey the regulations in the office, 3) Regulations on work standards are seen from the Standard Operating Procedures (SOP) that have been agreed upon by employees based on their respective duties, 4) Ethical work is assessed from the ethical level of an employee, both to the leadership, fellow employees and the community.

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