

Analysis of Factors Affecting Employee Discipline The Covid-19 Pandemic Period at the Sinjai Regency DPRD Secretariat

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Abstract. One of the most influential factors in human resources is the discipline factor. This study aims to determine the factors that influence employee discipline during the Covid-19 Pandemic at the Sinjai Regency DPRD Secretariat. This study uses a qualitative research method with 7 (seven) people, namely the leadership and employees of the DPRD secretariat. This research was conducted at the Secretariat of the DPRD Sinjai Regency. Data collection techniques using observation, interviews, and documentation. The data obtained from the research results are processed using data analysis techniques, namely data collection, data reduction, data presentation, and conclusion/verification. The results show that the analysis of factors that influence employee discipline during the Covid-19 pandemic at the Sinjai Regency DPRD Secretariat proves that there are influencing factors, seen from the provision of employee compensation, and leadership role models for employees, the existence of definite rules, leadership courage in taking action. , the existence of leadership supervision, and the establishment of discipline.

Keywords: Analysis; employee discipline; DPRD Secretariat

1. Introduction

A government agency is an organization that is a collection of people who are specially selected to carry out state duties as a form of service to the people. [1]. The goals of government agencies can be achieved if they can manage, mobilize, and use their human resources effectively and efficiently. The role of humans in organizations as employees plays a decisive role because the life and death of a government organization depend solely on humans.

Employees are human resources who work in government organizations and agencies. Employees should work as effectively and efficiently as possible so that agency goals can be achieved [2], [3]. Organizational goals can be achieved if supported by work discipline. Therefore, in the agency employees must have good management. Good management must start from employee recruitment, selection, and placement of employees according to their abilities.

One of the most influential factors in human resources is the discipline factor. Discipline is very useful for employees to develop their abilities, both general and technical skills [4], [5]. The discipline that has been carried out is expected to be able to provide an employee's mental attitude towards positive actions and is the main basis to improve employee discipline in an agency. The progress and setbacks of an agency, either directly or indirectly, will have the same impact on its workforce. Every effort to maintain and improve the progress of the agency must remain the main goal of every workforce from the leadership level to the lowest workforce.

Work discipline can be seen as something that has great benefits, both for the benefit of the agency and its employees. For organizations, the existence of work discipline will ensure the maintenance of order and the smooth implementation of tasks so that optimal results are obtained [6], [7]. As for employees, they get a pleasant working atmosphere it will increase work enthusiasm in carrying out their work. Therefore, employees can carry out their duties with full awareness and can develop their energy

and mind as much as possible for the realization of the goals of government agencies. The existence of firm and clear discipline will lead to job satisfaction and high morale so that employees have a high sense of awareness to work well.

In everyday life, every agency needs rules and regulations that will regulate and limit each of its activities and behavior. However, these regulations will be meaningless if they are not accompanied by sanctions for violators. Humans as individuals sometimes want to live freely, so they want to break away from all the ties and regulations that limit their activities and behavior. The adjustment of each individual to everything that is assigned to him will create a society that is orderly and free from chaos.

Therefore, an agency needs the obedience of its employees to the rules and regulations that apply to the agency. Employment regulations and provisions for employees are needed because the agency's goals will be difficult to achieve if they do not follow the applicable regulations. Therefore, employees must understand the rules and regulations within an agency so that good discipline can be achieved both at the agency and for its employees, especially during this COVID-19 pandemic. [8], [9].

This study on employee discipline during the COVID-19 pandemic requires work encouragement for employees to be able to work optimally to maintain work discipline for employees. Work discipline during the COVID-19 pandemic must be considered so that the agency's operational activities continue to run smoothly, effectively, and efficiently as usual.

2. Method

This study uses a qualitative approach with the aim that research seeks to produce new findings through data collection, namely, observation, interviews, and documentation [10]. This type of research uses a descriptive type of research. In this case, the data sources used are primary data and secondary data. Data collection techniques are the most important step in research because the main purpose of a study is to collect data. Therefore, the research techniques used to collect data are observation, interviews, and documentation [11].

Informants in this study were the DPRD Secretary 1 person, and 7 employees from one each part of the room. To collect data and information, interview guides, cameras, recorders, voices, notes, and others are needed.

To increase the credibility of the data (trust) in the research results, extended observations, triangulation, and member checks are used. By the qualitative research method in this study, the appropriate data analysis technique used is interactive data analysis with the model according to Miles and Huberman which consists of data collection, data reduction, data presentation, conclusions, and verification.

3. Results and Discussion

The results of the research were obtained at the Secretariat of the DPRD of Sinjai Regency in the form of direct interviews with informants namely Mr. Janwar, the secretary of the DPRD, Mrs. Syamsidar as Staff of the TU & Personnel Section, Mrs. Arnita Purnama Sari as Public Relations & Protocol Staff, Mr. Aswar as Head of Subdivision of TU & Civil Service, Mr. Asdar as the head of the facilitation and supervision sub-division, Mr. Muh Syahid as the Head of the Trial and Minutes Sub-section, Ms. Verawati as the head of the General & Finance sub-section.

To find out the factors that affect employee discipline during the COVID-19 pandemic at the secretariat of the Sinjai Regency DPRD based on the indicators of factors that affect employee discipline as measured by 7 (Seven) indicators, it can be

described through the responses of informants who are considered good. For more details, described in detail as follows:

3.1 Compensation

Compensation is everything that can be received in the form of physical or non-physical. Compensation is given to provide stimulation and motivation to the workforce to improve employee discipline. The size of the compensation affects the enforcement of discipline.

Based on the results of observations, the researcher confirmed that in addition to getting the wages or salaries set, employees also received other compensation (incentives). Where incentives are the main goal to encourage employees to produce more while earning higher wages. What is meant by incentives is a form of reward or remuneration given to motivate employees so that their productivity is high, they are not fixed, or can change at any time. Giving salary or wages based on differences in work performance so that it could be that two people have the same position and receive different wages.

Based on the results of the interview, it can be understood that the provision of compensation to the secretariat employees of the Sinjai Regency DPRD is good so it has an influence on employee discipline. This shows that the compensation for employees is by the workload they get. In addition, it can also affect employee discipline because compensation is a motivation in improving performance to fulfill the main tasks and functions of each itself.

3.2 Leadership Exemplary

Exemplary is the key to education for all time, who can set a good example, then he will become a true leader. The example of a leader affects employee discipline, because a leader who wants discipline to be enforced must enforce his self-discipline and how he can control himself from his attitude, words, and actions, the leader must first practice it so that his employees can follow suit.

Based on observations made at the Sinjai Regency DPRD Secretariat, the researcher confirmed that the attitudes, words, and actions of the Sinjai Regency DPRD secretary were a leader who should be used as a role model because he gave a good example to his subordinates.

From various interviews it can be concluded that the leadership of the secretariat of the Sinjai Regency DPRD has a good example so that it should be used as an example or role model for employees because they have a good attitude, for example, being punctual, not letting other people wait, always giving encouragement or motivation to employees. provide advice and input and assist employees in need.

3.3 Fixed Rules

Definite rules are rules that are made in writing that can be used as guidelines and must be obeyed by employees. Discipline is impossible to enforce if the rules are made only based on verbal instructions that can change according to conditions and situations. Discipline development will not be carried out if there are no definite rules that can be used as a common guide.

Based on the results of observations made at the Sinjai Regency DPRD Secretariat, the researcher confirmed that the internally binding rules at the Sinjai Regency DPRD Secretariat were the rules that were enforced, such as arriving on time, holding an apple ceremony, and carrying out the best possible work by the assigned tasks. by each employee. However, the rule is no longer enforced after the pandemic so employees often arrive late and do not attend the apple and are lazy to arrive on time because there are binding rules that during the covid-19 pandemic each agency must

implement a shift system or division of hours. work for every employee and the implementation of the apple has been abolished again after this pandemic.

From various interviews, it can be concluded that the Secretariat of the DPRD of Sinjai Regency has rules that must be applied properly, but these rules have not been applied as a whole by employees because there are still employees who often violate the rules set by the agency.

3.4 Leadership Courage

If there is an employee who violates discipline, then there needs to be courage from the leadership to take action according to the level of the violation he made. With action against disciplinary violations in accordance with existing sanctions, all employees will feel protected, and in their hearts, they promise will not do the same. Leaders must have the courage to respond in accordance with the rules that have become common guidelines.

Based on the results of observations made at the secretariat of the DPRD of Sinjai Regency, the researcher confirmed that the leadership gave sanctions by giving a warning or sanction according to the violation committed, if there were employees who did not come to work, the next day the employee was called to the leadership room and asked the reason the employee did not come to work.

From various interviews, it can be concluded that the leadership's courage in taking action has been carried out well because they have the courage to take action and give sanctions to employees who violate the rules because a leader is the main key to the success of an agency. A leader must set an example or role model for his behavior, thoughts, and enthusiasm to others, such as daring to set an example for his actions, behavior, and high enthusiasm so that he becomes motivated and an example for subordinates. Dare to come forward and decide to act quickly and decisively when faced with difficult or dangerous situations.

3.5 Leadership Supervision

Leadership supervision is an action that needs to be taken to ensure that all activities run according to the applicable regulatory standards. So leadership supervision has an effect on employee discipline.

Based on observations made at the Sinjai Regency DPRD Secretariat, the researcher confirmed that the leadership supervised employees who did work such as holding a plenary meeting at the Sinjai Regency DPRD secretariat, the DPRD secretary also attended the meeting directly as well as supervised all employees during the activity.

From various interviews, it can be concluded that the supervision carried out by the leadership of the secretariat of the Sinjai Regency DPRD has been carried out well, because the leadership supervises the implementation of employee work and directs employees to carry out their work properly.

3.6 Leader's Attention

Leaders need to pay attention to their employees so that they can be motivated to work. If the leadership succeeds in giving great attention to employees, it can create good discipline.

Based on observations made at the Secretariat of the DPRD of Sinjai Regency, the researchers confirmed that the leadership gave good attention to employees in accordance with their respective duties, principals and functions. Such as guiding employees when experiencing difficulties, listening to employee complaints and finding solutions to the problems they face. Leaders are always ready to help employees to be more enthusiastic at work.

From various interviews, it can be concluded that the leadership of the secretariat of the Regency DPRD has good attention to all employees, because the leadership has given attention in the form of actions such as coaching, providing motivation and guidance to its employees.

3.7 Upholding Discipline

Habits that need to be enforced are positive habits to support the rules in the office in order to create good discipline. These positive habits include not violating the rules set by the agency.

Based on observations made at the Sinjai Regency DPRD Secretariat, the researcher confirmed that not all employees apply positive habits, such as employees who often arrive late, even though there are rules at the office that stipulate that employees are required to arrive on time but these rules have not been implemented properly.

From various interviews, it can be concluded that the habits that must be enforced by employees have not been implemented properly, because employees are still found to be less disciplined in terms of complying with applicable rules.

Discussion

3.1 Compensation

Compensation or remuneration is defined as all the rewards received by a person in return for his contribution to the agency. This research is in line with and relevant to research [12]-[14] which states that compensation can play an important role in creating employee work discipline, meaning that the greater the remuneration provided to employees, the better the employee discipline will be.

Based on the results of observations, the researcher confirmed that the compensation at the secretariat of the DPRD of Sinjai Regency was adequate, seen from the compensation that was commensurate with the workload obtained during work so that employees felt that their primary needs had been fulfilled enough and would work optimally and disciplined.

3.2 Leadership Exemplary

Exemplary leadership behavior is to show subordinates what they should do, set examples and tell members what is expected of them, and tell the appropriate behavior to be done. This example can be used as a guide in time discipline, compliance with rules, procedures, duties, and responsibilities completely. This research is in line with and relevant to research [12] which states that the example of the leader plays a very important role in determining employee discipline. With a good leadership example, the discipline of subordinates will also be good. If the leader's example is not good (less disciplined), the subordinates will also be less disciplined.

Based on the results of observations, the researchers confirmed that the leadership of the secretariat of the Sinjai Regency DPRD had a good example. Because it is able to provide examples to subordinates or employees so that it can be a guide in carrying out tasks. This is shown in the leadership of the Sinjai Regency DPRD Secretariat having a positive attitude that can be imitated by employees.

3.3 Rule

Each agency has definite rules that regulate all employee actions related to disciplinary actions and make these rules part of coaching for employees. Discipline can be enforced in an agency if there are written rules that have been mutually agreed upon. This research is in line with Singodimedjo's theory [15] which states that discipline development will not be able to be carried out in the organization if there are no definite written rules to be used as a common guide. Discipline cannot be doubted if the rules are made only based on verbal instructions that can change according to conditions and situations.

Based on the observations, the researcher confirmed that the rules in the secretariat exist but in practice, it has not been implemented properly by all employees because there are still some employees who often violate the rules set by the agency. This is inseparable from the leadership giving warnings to employees who are less disciplined, and the existence of these rules will prevent employees from carrying out disciplinary violations at the Sinjai Regency DPRD Secretariat and employee discipline tends to be better.

3.4 Leadership Courage

A leader must have courage against his employees so that an employee who violates discipline, it is necessary for leadership courage to take action according to the level of violation he made. This research is in line with the theory [15] that "if there is an employee who violates discipline, it takes courage from the leadership to take action according to the level of the violation he made". A leader must have the courage to make decisions because the leader wants to know the work he is handling, understands what his work unit is targeting, understands more deeply the character possessed by his subordinates, understands the relationship between the organization he leads and the surrounding environment, and understands all aspects of the organization. applicable rules relating to the material needed in decision-making.

Based on the results of observations, the researchers confirmed that the leadership of the secretariat of the Sinjai Regency DPRD had the courage to take action against employees. Because a leader has the responsibility to guide and direct his employees or subordinates and if an employee has committed a violation, the leader acts and provides sanctions to the employee for the violation he made, this aims to provide a deterrent effect so that other employees do not imitate or do the same thing. With the actions of the leadership in the Sinjai Regency DPRD Secretariat and this will better.

3.5 Leadership Supervision

Every activity carried out by the agency needs supervision that will direct employees to be able to carry out work properly and in accordance with what is set. This research is in line with and relevant to research [12] which states that "to be able to realize the purpose of supervision, the implementation of work is in accordance with the instructions that have been issued, and the weaknesses and difficulties encountered in implementing employee performance".

Based on the results of observations, the researchers confirmed that the supervision of the leadership to employees in carrying out the work had been carried out well

at the Secretariat of the DPRD of Sinjai Regency. This is inseparable from the leadership's ability to supervise employees in order to prevent employees who working less effectively, this is done to find out if there are employees who work carelessly and there are employees who complain about their work can be immediately guided and directed by the leadership. If in this case there are still employees who violate it, they will receive a verbal warning from the leadership, with the supervision of the leadership it will be better able to influence the discipline of employees at the Secretariat of the DPRD Sinjai Regency.

3.6 Attention

Every employee has a different character from one another. They need great attention from their own leaders. This research is in line with and relevant to research [12] which states that "leaders who successfully give great attention to employees will be able to create good discipline. Leaders will always be respected and appreciated by employees, so it will have a big influence on employee morale.

Based on the observations, the researcher confirmed that the attention of the leadership of the Sinjai Regency DPRD Secretariat was good. This can be seen when a leader always pays attention to his employees, in this case, the leader needs to show his willingness to listen to the complaints and difficulties of employees in carrying out their duties and responsibilities and find solutions so that leaders can know the abilities of employees and can assign tasks to employees. employees according to their abilities. And leaders will be able to guide employees so that mistakes and mistakes do not occur in carrying out office work properly and with discipline, this shows that attention to employees is very important and can affect employee discipline. the secretariat of the Sinjai Regency DPRD.

3.7 Upholding Discipline

Leaders have an important role in creating a positive atmosphere in employee relations or vice versa such as in handling conflicts or employee dissatisfaction, poor performance, or disciplinary problems. This research is in line with and relevant to research [12] which states that with a good leader, a leader can create a good work climate too because employees will accept and comply with regulations and policies as a protector for their work success and personal well-being.

Based on the results of observations, the researchers confirmed that the habits that support the enforcement of employee discipline in the Secretariat of the DPRD Sinjai Regency have not been implemented properly. Because there are still employees who have not implemented good discipline, for example, they still violate the rules in the office and are not disciplined in time. In maintaining discipline, it must be instilled in the heart that there is a rule that must be obeyed, this shows that habits support the establishment of discipline. Such as obeying the rules of time, good manners, respecting co-workers, being polite in dressing and informing when you want to leave the office. This is done to increase employee awareness so that they can work optimally and prevent undisciplined employees.

4. Conclusion

Based on the results of the study, it can be concluded that the Analysis of Factors Affecting Employee Discipline During the Covid-19 Pandemic at the Secretariat of the DPRD of Sinjai Regency can be said to have an effect on employee discipline, this can be seen from the results of each research indicator, namely the provision of compensation, exemplary leadership, definite rules, leadership courage, leadership supervision, attention, and upholding discipline.

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