

# Maintenance Method of Non-State Civil Worker Educational Staffs in Semarang Merchant Marine Polytechnic, Semarang

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**Abstract** — In implementing organization, Semarang Merchant Marine Polytechnic (PIP Semarang) supported by educational staffs with State Civil Workers and non-State Civil Workers as their status. Educational staffs are staffs that have duty to plan and implementing administration, managing, developing, supervising, and technical service to support the educational process in the education itself. The amount of educational staffs non-state civil workers (ASN/state civil workers) in PIP Semarang are more than the state civil workers, therefore, it should be maintained so there will be no discrepancy between the state civil workers status and they able to perform their best at working. This research has purpose to analyze the considered aspects in doing maintenance of non-state civil workers educational staffs in PIP Semarang. The method used in this research is descriptive, which is a method to research the status of groups in human, an object, a condition, a mindset system or a class on current event. The result of this research show that the aspects that should be considered in doing maintenance of non-state civil workers educational staffs in PIP Semarang is the maintenance should be efficient but give optimal advantages for the related educational staffs and the institution, the maintenance should be implemented to fulfill the need and the amusement of the related staffs in balance and in line with the rules also along with institution’s capability. The method of the maintenance is with communication, giving incentive, giving prosperity, giving safety insurance, and the work health, also the Pancasila industrial relation.

**Keywords:** *method, maintenance, non-state civil workers educational staffs*

## I. INTRODUCTION

In the Article I of UU No 20 year 2003 regarding National Education System, the educational staffs is part of society that worked and titled to support the education. Educational staffs are the staff that have duty to plan and implementing the administration, managing, developing, supervising, and technical service to support the educational process in education (UU No 20 year 2003, Chapter 39 (1)). Educational staffs are part of human resource in the educational

institution. Human resource is an important part compared with other resource that determine the success from the educational institution to reach the purpose. Time, energy, and the human ability (both mindset and physical ability) could be used in line and optimal to maintain the other resource that the institution have. Therefore, it is needed to maintain the educational staffs so the spirit of the working won’t be decreasing. This should get serious attention because it could decrease the perform of the educational institution. The maintenance is necessary because related with spirit of working, attitude, and loyalty toward the workplace.

Papers should clearly describe the background of the subject, the authors work, including the methods used, results and concluding discussion on the importance of the work. Papers are to be prepared in English and SI units must be used. Technical terms should be explained unless they may be considered to be known to the conference community. As an educational institute, PIP Semarang supported by 371 human resources, which 168 are civil workers, consist of 55 lecturing staffs, 113 educational staffs, also 203 persons are non-civil workers (contract). For non-civil workers, they have extended contract in early year through the re-assessment by the management of PIP Semarang. They consist of 165 males and 38 females for various positions, start from cleaning service, technical, administration, and others with various educational background below :

TABLE 1.1 Background of Educational Staffs Non-State Civil Workers in PIP Semarang

S3	S2	S1	D4	D3	D2	D1	SMA	SMP	SD	Total
0	4	28	19	28	0	0	108	14	2	203

Source: Yearly report PIP Semarang 2018.

### A. Problem Formula

Based on the background, the problem from this researches are (1) What are the considerations in order to do maintenance for non-civil worker educational staffs in PIP Semarang? And (2) what

are the methods in order to maintain the non-civil worker educational staffs in PIP Semarang?

### *B. Purpose of Research*

The purpose of this research are (1) to analyze the considerations of maintaining the educational staffs non state civil workers in PIP Semarang, and (2) to analyze the method in maintain the educational staff non state civil workers in PIP Semarang.

### *C. Advantage of the research*

This research is expected to increase the knowledge in education generally, so it could understand the role of educational staffs to reach the purpose of the organization. Specifically, this research is expected to be performed by the management of PIP Semarang to maintain the educational staffs non-state civil workers so it could perform their best in working because it will determine the success of PIP Semarang as an education institute to fulfill the purpose of vision and mission.

## II. METHOD

The method used in this research is descriptive method. Nazir (1988: 63) states that the descriptive method is a method of examining the status a group of people, an object, a set of conditions, a system of thought or a class of events at the present time. The purpose of descriptive research is to describe a symptom or event that is currently actual at this time. This research describes the maintenance of non-state civil worker educational staff in PIP Semarang because the numbers are very large and dominated by education staff with non-state civil worker status so that they require serious handling in order to properly maintain their performance.

## III. RESULTS AND DISCUSSION

*Considerations were taken on the maintenance of the maintenance of non-state civil worker education staff in PIP Semarang.*

Hasibuan (2013) explains that employee maintenance is an effort to maintain and or improve the physical, mental, and attitude of employees, so that they remain loyal and work productively to support the achievement of company goals. Similarly, Edwin B. Flippo (2003) said that "The maintenance function of personnel is concerned primarily with preserving the physical, mental and emotional conditions of employees". Maintenance is an activity to maintain, preserve or improve physical, mental, employee attitudes and loyalty, so that they work together until retirement and productively to support the achievement of company goals. The maintenance of non-state civil worker education staff in PIP Semarang is an effort or method carried out by PIP Semarang in order to preserve the existence by improving the physical, attitude, and mental condition that suitable with the contributions that have been

given so that the loyalty will increase to support the achievement of institutional goals.

Non state civil worker education staff in Semarang PIP is one of the main assets as an active role and determines the achievement of PIP Semarang's goal to become a professional, independent and global-minded commercial shipping university so that its existence needs to be well maintained by Semarang PIP management. This maintenance aims to: (1) increase productivity, loyalty and discipline, (2) reduce the level of attendance and turnover, (3) provide comfort and prosperity, (4) improve mental and attitude at work, (5) reduce conflict, and (6) streamlining the provision of new non-state civil worker education staff.

The maintenance of non-state civil worker education staff in PIP Semarang is inseparable from various aspects that must be considered, namely: (1) the maintenance carried out must be efficient, but provide optimal benefits for the relevant teaching staff and for the institution, (2) maintenance is carried out to fulfill the needs and satisfaction of the relevant teaching staff fairly and appropriately based on applicable regulations, and (4) in accordance with the capabilities of the institution. All of this was done so that the Semarang PIP and the non-state civil worker education staff working in it both benefited and nothing was harmed so that the achievement of the institution's goals could run smoothly.

*The methods used in maintaining non-ASN education staff in PIP Semarang.*

Employee maintenance methods must be chosen so that their implementation can run effectively in order to support the achievement of institutional goals. Methods of maintaining non-state civil work non-educational staff at PIP Semarang are: (1) Communication, (2) Providing Incentives, (3) Providing Welfare, (4) Providing Work Safety and Health Guarantees, and (5) Industrial Relations of Pancasila.

### *A. Communication*

Communication is the process of moving information from one person to another. Communication functions in organizations can be in the form of instructive, informative, influencing, and evaluative. Communication called to be effective if delivered briefly, clearly, can be understood and carried out in accordance with the intent of the communicator. Good and effective communication can be used to solve problems that occur within the institution. Conflicts that occur can be discussed through meetings or deliberations. Communication is needed as an effort to maintain employees.

Widjaja (2008) explains that communication is a contact relationship between individuals or groups. PIP Semarang implements communication methods for the maintenance of non-state civil

worker non-educational staff through oral, written, or a combination of the two with the assistance of information technology (telephone, internet, social media). Verbal communication is carried out during meetings, inspections, and through cellular telephone connections, while written communication is carried out through letters and messages sent with the assistance of the latest technology so that information can reach the communicant more quickly so that institutional activities can be carried out effectively and efficiently.

#### *B. Incentives Giving*

According to Hasibuan (2013), incentives are stimulants given to certain employees based on their work performance so that employees are encouraged to increase work productivity. The types of incentives in the book Hasibuan are divided into two, namely: (1) Positive incentives are the incentive to give material or non-material gifts to employees whose work performance is above standard performance, and (2) Negative incentives are stimulatory powers by providing threat of punishment to employees whose work performance is below standard performance.

Providing incentives for non-state civil worker education staff in PIP Semarang in the form of material incentives and social incentives for those who perform well with the aim of maintaining and even increasing their enthusiasm and performance at work. Material incentives are given in the form of working facilities, such as laptops. Social facilities are provided in the form of opportunities to participate in various activities, such as workshops, seminars, as well as education and training to improve their work knowledge, skills and attitudes. Negative incentives in the form of threats to poor performers are not provided, but instead are given guidance and direction so that they are not sustainable so that it harms the institution.

#### *C. Provision of welfare*

According to Hasibuan (2013), employee welfare is a remuneration for complementary services (material and non-material) provided based on discretion. This welfare provision aims to: (1) increase employee loyalty and attachment to the company, (2) provide peace and fulfillment of needs for employees and their families, (3) Motivate workplace passion, discipline, and employee work productivity, (4) Reduce absenteeism and employee turnover, and (5) Creating a good and comfortable work environment and atmosphere.

#### *D. Provision of Work Safety and Health Guarantees.*

According to Mangkunegara (2015), occupational safety and health is a thought and effort to guarantee the wholeness and perfection of both the physical and spiritual workforce in particular, and humans in general, the work and culture towards a

just and prosperous society. Suma'mur (2002) states that work safety is a series of efforts to create a safe and peaceful work atmosphere for employees who work in the company concerned. Occupational safety and health have an important meaning for the company and employees. For technicians and workers in the field, PIP Semarang provides facilities in the form of personal protective equipment in accordance with K3 standards, namely work clothes, gloves, masks, safety shoes, helmets, and others. The provision of Work Safety guarantees for non ASN education staff in PIP Semarang is carried out through education and training to instill in them an awareness of occupational safety and health, for example through familiarizing activities of fire extinguishers, conducting emergency drills in the event of a disaster, and socialization of stretching exercises in between work hours to reduce muscle tension. Non ASN education staff in Semarang PIP also get health insurance in working for the employees concerned and their families through the Pratama polyclinic services in the Semarang PIP campus area complete with adequate pharmacy, laboratory and medical facilities as well as the provision of health BPJS facilities.

#### *E. Pancasila Industrial Relations (HIP)*

According to Hasibuan (2013), Pancasila industrial relations is the relationship between actors in the process of producing goods and services based on value which is a manifestation of the overall precepts of the Pancasila and the 1945 Constitution, which grew and developed above the national personality and national culture of Indonesia. The special characteristics of the Pancasila Industrial Relations include: (1) recognizing and believing that work is not only aimed at earning a living, but also as human service to his god, to fellow human beings, society, nation and state, (2) considers workers not merely a mere factor of production, but as a person with all his dignity and dignity, (3) see that the interests between workers and employers are the same, namely the ability of the company. If the company advances, all parties will be able to improve their welfare.

HIP implemented in PIP Semarang is to implement the values of Pancasila, namely maintaining good relations between fellow employees, with superiors and subordinates, by: (1) carrying out religious holidays, (2) all employees get the same rights to contribute to the progress of the institution, (3) carry out mutual cooperation to clean the campus environment and surroundings, (4) conduct meetings to evaluate activities that have been carried out by involving all employees associated with these activities, and (5) provide holiday allowances, Eid gifts and birthday gifts to all employees regardless of their status.

#### IV. CONCLUSIONS

Based on the discussion, it can be concluded that the considerations of the maintenance of the maintenance of non-state civil worker teaching staff in PIP Semarang are: (1) maintenance must be efficient, but provides optimal benefits for the relevant teaching staff as well as for the institution, (2) maintenance is carried out for fulfill the needs and satisfaction of the relevant teaching staff fairly and appropriately based on applicable regulations, and (4) in accordance with the capabilities of the institution. The method of maintaining non-state civil worker non-educational staff at PIP Semarang is by: (1) Communication, (2) Providing Incentives, (3) Providing Welfare, (4) Providing Work Safety and Health Guarantees, and (5) Industrial Relations of Pancasila.

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