

Work Discipline for Badan Kesatuan Bangsa dan Politik Office of Mojokerto Regency

Siska Dwiky Anggraini¹, Saiman²

^{1,2}Government Science Department, Faculty of Social and Political Sciences, Universitas Muhammadiyah Malang, Indonesia

Ichaa.cha002@gmail.com

Abstract

The aims of this study are: 1) To find out how the discipline of employees in improving employee performance at the office of the National Unity and Politics of Mojokerto Regency, 2) To find out the obstacles faced in disciplining employees at the Office of National Unity, Politics and Community Protection, Mojokerto Regency. . The type of research is qualitative research with a descriptive approach. Based on the results of the study that: 1) The division of tasks for civil servants at the National Unity and Political Agency of Mojokerto Regency is based on Regional Regulation number 10 of 2010 concerning the organizational structure of the Mojokerto Regency National and Political Unity Agency, which the organizational structure itself consists of the head of the agency. , secretariat and functional position groups, 2) The work discipline of employees at the National Unity and Political Agency of Mojokerto Regency has not run according to existing regulations, there are still many employees who do not carry out the discipline so that it greatly affects employee performance, especially in service to the community, and 3) The quality of employee performance at the National Unity and Political Agency of Mojokerto Regency has been running very well, while the quantity of employee performance cannot be said to be good because it has not been realized as a whole. 4) The obstacles that arise in improving employee work discipline include the number of employees who get external service assignments so that leaders find it difficult to carry out direct supervision and loyalty to the corps (esprit de corps) which often makes the authorized superiors impose light sanctions disciplinary subordinates.

Keywords

work discipline; performance; employee; government



I. Introduction

Human Resources is essentially one of the capital and plays an important role in the success of the institution. Good Human Resource Management is the key to the success of achieving agency goals. To assess the quality of existing Human Resources can be measured from the performance of employees. In an agency often produces a different quality of work for each individual employee. These differences are caused by several factors, such as employee work discipline. In an agency often only demands high performance on employees, regardless of the influencing factors. Whereas fundamental factors in supporting performance such as work discipline must also be considered in order to increase employee productivity. In the current era of globalization, improving services and public demands is a condition that

cannot be avoided, this clearly demands professionalism in the bureaucracy. Civil Servants of the National Unity and Political Agency of Mojokerto Regency as state apparatus must be creative in creating innovations, so that their work becomes more effective and efficient. In this case an agency leader needs to improve employee discipline, so that the goals of the agency can be achieved and will have an impact on improving employee performance. Performance can be influenced by various factors, both internal factors and environmental factors directly or indirectly. According to Ivancevich, Konopaske and Matteson (Busro in Edward, 2020) that performance shows the ability and skills of workers. Performance is a person's success in carrying out tasks, work results that can be achieved by a person or group of people in an organization in accordance with their respective authorities and responsibilities (Wulandari, 2021).

According to Yani in Syardiansyah (2020) performance is a result of work achieved by a person in carrying out the tasks assigned to him based on skill, experience and sincerity as well as time. This means that in work contains elements of the standard that achievement must be met, so, for those who reach the standards set means good performance (Wahjudewanti, 2021). Discipline and employee performance in an agency is the answer to the success or failure of the agency's goals that have been set. Bosses often don't notice unless it's gone really bad or things are going awry. Talking about the discipline and performance of employees for achieving organizational or agency goals, it is inseparable from who is there and runs the organization or agency, none other than humans themselves.

The employee performance appraisal system that has been used so far still shows some weaknesses so that it has not been able to accurately measure employee discipline and performance. Employees at the national and political unitary body of Mojokerto Regency are still unable to carry out employee work discipline in accordance with existing regulations so that this greatly affects the services available at the Kesbangpol office. In addition, there is still a lack of technical training to support employee skills, making a job hampered due to a lack of technical knowledge of employees in carrying out their work. Therefore, in a situation like this, the head of service and the head of the field need to conduct an assessment of employee discipline and performance to review the effectiveness of the employee's performance and evaluate the deficiencies contained in it so that immediate action can be taken to overcome the existing problems.

Based on the above background, a research was conducted with the title "Work Discipline in Improving Employee Performance at the Office of the National Unity and Politics of Mojokerto Regency". As for the focus of the problem in this study is How Work Discipline in Improving Employee Performance at the Office of the National Unity and Politics of Mojokerto Regency.

II. Research Methods

Judging from the type of data, the research approach used in this study is a qualitative approach. What is meant by qualitative research is research that intends to understand the phenomena of what is experienced by research subjects holistically and by way of description in the form of words and language in a special natural context and by utilizing various scientific methods. is descriptive. Descriptive research is research that seeks to describe current problem solving based on data. Data collection was carried out by observation and interviews to obtain data which would then be analyzed by researchers.

III. Discussion

The results of interviews obtained by researchers from informants namely the Head of the National Unity and Political Agency of Mojokerto Regency, Mr. Drs. Nugraha Budhi Sulistya, M.Sc. regarding the division of tasks as follows:

"For the division of tasks in the National Unity and Politics Agency, it is based on Regional Regulation number 10 of 2010 concerning the organizational structure of the Mojokerto Regency National and Political Unity Agency, whose organizational structure itself consists of the head of the agency, the secretariat and functional groups of positions, in the secretariat agency assisted with sub-sections, namely the general and staffing sub-section, the finance sub-section and the evaluation and reporting program planning sub-section. Then in the implementation task, the head of the field is assisted, and in each field he is assisted by sub-sectors." (Interview document 2021).

Meanwhile foruk division of tasks in each field in the office Mr. Drs. Ali Rida, M.Si. as Secretary said that:

"In carrying out the tasks in each field, it is coordinated by each head of the field as the holder of the position and assisted by the Head of Sub-division where each field has two Heads of Sub-divisions". (Interview document 2021).

Likewise, the Head of National Unity, Drs. Nugraha Budhi Sulistya, M.Si, and Mrs. Dra. Pujiati, MM as the Head of Political Division said:

"To carry out our duties in our field, we are assisted by two Sub-Division Heads, namely the Head of the National Unity and Stability Sub-Division, the two Heads of the National Insight Sub-Division, in addition we are also assisted by honorary staff in this field." Meanwhile, for the political field, there are also two sub-departments, namely the sub-department of politics and the sub-dept. of inter-institutional relations." (Interview document 2021).

Meanwhile, in terms of controlling employees who have been given the task of Mr. Drs. Nugraha Budhi Sulistya, M.Si as the Head of the National and Political Unity Agency said that:

"After the division of main tasks and functions, I always hold a meeting every month to control employees from each element of the head of the field about how the realization of the work results that have been arranged according to the main tasks and functions." (Interview document 2021).

For the application of work discipline, Mr. Drs. Nugraha Budhi Sulistya, M.Si explained that:

"In every organization, it must apply discipline to improve employee performance, but at the Mojokerto Regency Political and National Unity Board regarding the application of employee discipline has not yet been implemented. 100% implemented because there are still many employees who lack discipline such as coming to the office on time which is caused by many obstacles that the employees themselves know what causes them to be unable to discipline themselves." (Interview document 2021).

Meanwhile, from the results of interviews with Drs. Ali Rida, M.Sc., the secretary at this office said that:

"As we know that every SKPD must apply work discipline to all employees without exception, the same is the case with those in our office, but even so, not all employees in this office can fully implement this discipline." (Documents interview 2021).

Mrs. Bieta Falentin Fanani, SH as the Head of the General and Civil Service Subdivision in terms of implementing work discipline said that:

"I am the Head of the General and Personnel Sub-section where I can directly see and pay attention to employee discipline because filling in attendance for coming and going is my duty, and for its application to employees in our office it has not gone well, especially in attendance, usually there are one or two employees. Those who are not present do not provide news or when they are present they always arrive late or leave prematurely so that for the application of work discipline, not all employees can do it well." (Interview document 2021).

As for the discipline of officers in providing services, the Secretary at this office said that:

"Services at the National Unity and Politics Agency are divided into several fields, namely a) The National Unity Sector serves the manufacture of SKT (registered certificates) for NGOs, ORKEMAS and mosque grants. b) The field of inter-institutional and political relations carries out the service of recommendation letters for disbursement of party funds. c) In the field of community development, there are no services, only field activities for data collection. d) Administration serves the making of student research recommendations and in terms of service discipline, in my opinion, the officers carry it out properly and on time as expected" (Interview document 2021).

From the results of the researcher's interview with the Head of the Sub-department of Personnel, Mrs. Bieta Falentin Fanani, SH said that:

"For the tasks in my department, especially administration and staffing, my subordinates or employees in this staffing in carrying out the service of implementing the discipline are very good in this case services related to administration and making student research recommendations. Staffing is only two people including me as the head of the sub division and assisted by two honorary staff, they are diligent and the application of discipline in the service I see is satisfactory, they work on it and complete it in a timely manner without delaying work" (Interview document 2021).

For the discipline of officers in service in each field, the Head of National Unity, Drs. Nugraha Budhi Sulistya, M.Si said that:

"In the application of discipline in service, employees in this field carry out well even though one of my two subordinates in this field often does not come to work because they are often sick, but tasks can be completed and can provide timely services, such as making SKT (Registered Certificate).) for the management of Ormas, NGOs and the making of grant funds". (Interview document 2021).

For the political field, Mrs. Dra. Pujiati, MM as the Head of the Political Sub-dept. said that:

"The application of discipline in our field of service has not been implemented or implemented properly, this is due to the frequent occurrence of Heads of Department who come late or often do not come to work while their presence is very necessary, especially the making of party recommendations which are immediately disbursed by party officials but are often late or hindered by their absence. or the Head of Head of Office is late because the recommendation must be signed by him". (Interview document 2021).

According to the Secretary of the National Unity and Politics Agency that the application of employee discipline greatly affects the performance of the employees themselves, as he said the following:

"Employee discipline is very influential on the performance of the employee himself so it needs to be applied, if the employee is disciplined and on time in completing all his office tasks, the performance of the employee must be good and good, otherwise if the employee is not disciplined spontaneously, his performance is not good, it could even be disappointed his superiors." (Interview document 2021).

The Head of Sub-Division of Personnel said that:

"It is clear that the application of discipline has an effect on employee performance because with the application of discipline, the employee can improve his performance which so far may not have been satisfactory, but by applying discipline to himself he can improve his performance so far." (Interview document 2021).

Mr. Mujayadi, SH, MM, Head of Sub-Division of National Insights said:

"Employee discipline at the National Unity and Political Agency of Mojokerto Regency also affects employee performance, for example in terms of making recommendations and SKT services if someone comes to take care of recommendations or SKT while the employee who handles it does not arrive on time, the SKT management is delayed so that have an effect on the ministry". (Interview document 2021).

The Head of Community Development is of the opinion that:

"Employee performance is determined by whether or not the employee is disciplined because discipline is a determinant of whether the employee's performance is good or not, so discipline needs to be applied once." (Interview document 2021).

As for controlling the performance of employees at the National Unity and Politics Agency of Mojokerto Regency, the researcher interviewed the Head of Sub-Division of Politics, Mrs. Dra. Pujiati, M. M, and Mrs. Nur Latifah, SH as the Head of the Finance and Reporting Sub-section where they had the same answer, namely:

"In assessing or reviewing the performance of employees, it is necessary to control or review the quality or progress of the performance of each employee to see whether their performance is appropriate or not by holding a meeting which aims to assess the extent to which the quality of the performance of the employee is". (Document interview 2021).

According to the Secretary, Drs. Ali Rida, M.Sc. regarding the performance of employees at the Office of the National Unity and Politics Agency so far, namely:

"In terms of the quality of employee performance at the National Unity and Political Agency of Mojokerto Regency, it has been very good, while the quantity of employee performance has not yet been fulfilled or has not been fully realized." (Interview document 2021).

Meanwhile, according to Mr. Marsudi Al Sutrisno, the Head of the Sub-Department of Conflict Management said that:

"I think the performance of the employees at this office should be further improved because I see that not all employees have good performance or are still lacking, we must remember that the Kesbangpol Agency is one of the SKPDs that provide services to the community so that its performance is further improved." (Interview document 2021).

In terms of boosting the performance of employees, Mrs. Nur Latifah, SH, the Head of the Finance Sub-section, suggested the solution, namely:

"The solution in overcoming some of the undisciplined employees is by giving a stern warning to the undisciplined employees, and it's okay for them to complete other activities but must follow existing procedures, one example is coming to the office on time, and leaving during break time. , if there are other matters that are not in the interest of the office, they must ask permission from their superiors." (Interview document 2021).

Meanwhile, Mr. Kidfirul, SE, M.M, Head of the Planning and Reporting Sub-Division, and Mrs. Nur Latifah, SH, Treasurer at the office had the same answer, saying:

"For the sake of creating good employee performance, the solution is that every employee must obey and have awareness of the rules that have been set because the National Unity and Political Agency of Mojokerto Regency is one of the SKPD that performs services." (Interview document 2021).

To motivate employees with low performance, Mr. Mas'id, SE, said:

"For those who have low performance, we need to give them enthusiasm to work so they can further improve the quality of their performance again." (Interview document 2021).

Meanwhile, according to the Head of National Unity, and the Head of Community Development, they are of the opinion that:

"We need to encourage employees whose performance is low, by motivating them by convincing them that they are definitely capable and can improve and further improve their existing performance to be even better." (Interview document 2021).

The achievement of the vision and mission of the organization is the final target of the implementation of every task in the organization. The progress of the organization depends on human resources which are the main movers of the organization. Knowing employee performance means trying to learn and understand the performance of employees in an organization. In other words, employee work discipline has an important role in increasing employee performance in an organization. Information about employee performance, indicators and factors that influence employee performance is very important to know, so analyzing performance should be translated as an evaluation activity to assess or see the

success and failure of the implementation of the tasks and functions assigned to him. IS Levine:

- 1) Compliance with working hours.
- 2) Compliance with instructions from superiors, as well as with applicable rules and regulations.
- 3) Dress appropriately at work and use agency identification.
- 4) Use and maintain office supplies and equipment with care.
- 5) Work by following the ways of working that have been determined.

In service, the National Unity and Political Agency of Bone Bolango Regency must convince the community or the public that the Bone Bolango Regency National and Political Unity Agency cares about the community or the public.

Based on the disciplined nature of the Civil Servants, it can be interpreted that the attitudes and actions of Civil Servants in the service must be in accordance with the oath and position, namely to maintain public respect and trust in the employee corps.

The relationship between work discipline and employee performance According to Suyadi Prawirosentono, performance has several factors that influence it, including:

- a) Effectiveness and efficiency;
- b) Authority and Responsibility;
- c) Discipline;
- d) Initiative;
- e) Role.

Work discipline if not enforced will definitely affect employee performance, and if there is no work discipline at work, employees will feel that there is no big responsibility with the consequences that will inevitably lead to low employee performance. On the other hand, with the work discipline of employees, employees will be more motivated in mobilizing all their abilities to improve performance and thereby improve service to the community and complete tasks well.

Obstacles in Improving Employee Work Discipline

Every effort to enforce the law will certainly cause certain obstacles. Likewise, in enforcing work discipline for employees at the Office of the National Unity and Politics of Mojokerto Regency. Based on the results of an interview with the Head of Administration for the Office of the National Unity and Politics of Mojokerto Regency, information regarding the obstacles in efforts to improve employee discipline is as follows:

- 1) The number of employees who carry out external service duties

Employees at the Office of the National Unity and Politics of Mojokerto Regency do not all carry out official duties in the office, but many also have external service duties. So it is very difficult to supervise the implementation of the duties of the employee concerned. Efforts that can be made by the leadership to enforce work discipline from employees who carry out external service duties are only limited to the completion of the external service assignment reports made by employees.

- 2) Loyalty to the corps

In addition, the sense of protection for the corps (*esprit de corps*) often makes the authorized superiors impose light sanctions on subordinates so that they cannot provide a deterrent effect for employees who do so.

IV. Conclusion

Based on the results of research and discussion, it can be concluded as follows:

- 1) The division of tasks for civil servants at the Office of the National Unity and Political Unity of Mojokerto Regency is based on Regional Regulation number 10 of 2010 concerning the organizational structure of the Mojokerto Regency National and Political Unity Agency, which organizational structure itself consists of the head of the agency, the secretariat and functional groups of positions. .
- 2) The work discipline of employees at the National Unity and Political Agency of Mojokerto Regency has not run according to existing rules, there are still many employees who do not carry out the discipline so that it greatly affects the performance of employees, especially in service to the community.
- 3) The quality of employee performance at the Office of the National Unity and Politics of Mojokerto Regency has been running very well, while the quantity of employee performance cannot be said to be good because it has not been realized as a whole.
- 4) Obstacles in improving work discipline in the Office of the National Unity and Political Affairs Office of Mojokerto Regency
 - a. The number of employees who get external service assignments makes it difficult for leaders to carry out direct supervision of the work discipline of the employees concerned.
 - b. Loyalty to the corps (*esprit de corps*) often makes the authorized superiors impose light sanctions on subordinates so that they cannot provide a deterrent effect for employees who do so.

References

- Alwi, S. 2008. *Manajemen Sumber Daya Manusia Strategi Keunggulan Kompetitif*. Edisi Kedua. PBF Universitas Gadjah Mada, Yogyakarta.
- Anwar Prabu Mangkunegara, 2007. *Manajemen Sumber Daya Manusia*. Bandung: PT. Remaja Rosdakarya.
- Arikunto, Suharsimi. 2002. *Prosedur Penelitian suatu Pendekatan Praktek*. Jakarta: Rineka Cipta.
- Asmiarsih, Tety, 2006. *Pengaruh Pengawasan Terhadap Disiplin Kerja*. Jakarta: PT.Rineka Cipta.
- B.Siswanto Sastrohadiwiry, 2003. *Manajemen Tenaga Kerja Indonesia*. Jakarta: Bumi Aksara.
- D. S. Widodo. 1981. *Pokok-Pokok Pengertian Ilmu Administrasi Kepegawaian*. Jakarta: Ghalia.
- Edward, Y.R., and Purba, K. (2020). The Effect Analysis of Emotional Intelligence and Work Environment on Employee Performance with Organizational Commitment as Intervening Variables in PT Berkas Bima Sentana. *Budapest International Research and Critics Institute-Journal (BIRCI-Journal) Vol 3 (3): 1552-1563*.
- Furtwengler Dale, 2002. *Penilaian Kinerja: Menguasai Keahlian Yang Anda Perlukan Dalam 10 Menit*. Yogyakarta: Andi
- Gibson, & James 1994, *Pengertian Kedudukan dan Perincian Ilmu Administrasi*. Yogyakarta: Super Sukses.
- Guntur, Ietje S. 1996. *Jaminan Sosial Tenaga Kerja*. Jakarta: Airlangga.
- Handoko, T. Hani. 1995. *Manajemen*. Yogyakarta: BPF.
- Hasibuan, Malayu, 2003. *Organisasi dan Motivasi*. Jakarta: Bumi Aksara.

- Hasibuan, M., S., P. 2003. *Manajemen Sumber Daya Manusia*. Edisi Revisi, Bumi Aksara, Jakarta.
- Hasibuan, Melayu SP. 2005. *Manajemen Sumber Daya Manusia*. Cetakan Ketujuh. Jakarta: Bumi Aksara.
- Kuswati, Yeti. (2020). "The Effect of Motivation on Employee Performance". *Budapest International Research and Critics Institute-Journal (BIRCI-Journal)*, Volume 3, No 2, May 2020, pages: 995-1002
- Mangkunegara, A.A. Anwar Prabu. 2001. *Manajemen Sumber Daya Manusia Perusahaan*. Bandung: Remaja Rosdakarya.
- Moekijat. 1989. *Manajemen Kepegawaian*. Bandung: Mandar Maju.
- Nawawi, H. 2006. *Evaluasi dan Manajemen Kinerja di Lingkungan Perusahaan dan Industri*. Gajah Mada Press, Yogyakarta.
- Peraturan Pemerintah Nomor 10 Tahun 1979 tentang Penilaian Pelaksanaan Pekerjaan Pegawai Negeri Sipil Peraturan.
- Prijodarminto, Soengeng. 1994. *Disiplin Kiat Menuju Sukses*. Jakarta: Pradnya Paramita.
- Ranupandojo, Heidjrachman. 1990. *Tanya Jawab Manajemen*. Yogyakarta: AMP YKPN.
- Sastrohadiwiryo, B. Siswanto. 2003. *Manajemen tenaga Kerja Indonesia Pendekatan administratif dan Operasional*. Jakarta: Bumi Aksara.
- Siagian, Sondang P., 2000, *Administrasi Kantor*. Jakarta: Bina Aksara.
- Simanjutak, Ahmad, 2005. *Administrasi Perkantoran Modern*, Yogyakarta: Liberti.
- Siswanto, Bedjo. 1990. *Manajemen Modern*. Bandung: Sinar Baru. _____ . 2003. *Manajemen Tenaga Kerja Indonesia Pendekatan Administratif dan Operasional*. Jakarta: Bumi Aksara.
- Sutrisno, Edy, Dr. M.si., (2009), *Manajemen Sumber Daya Manusia*. Jakarta: Kencana Prenada Media Group.
- Surat Edaran Kepala Badan Administrasi Kepegawaian Nomor 23/SE/1980, tentang Peraturan Disiplin Pegawai Negeri Sipil.
- Steers, Ricard M., 1985, *Efektifitas Organisasi*. Jakarta: Gunung Agung. Sutarto. 1987. *Dasar-dasar Organisasi*. Jakarta: Gajah Mada University Press.
- Syardiansah, et al. (2020). The Effect of Job Satisfaction and Organizational Culture on Employee Performance of the Royal Hotel in East Aceh District. *Budapest International Research and Critics Institute-Journal (BIRCI-Journal)*. P. 849-857.
- The Liang Gie. 1981. *Ensiklopedia Administrasi*. Jakarta: Gunung Agung.
- The Liang Gie, 2000, *Administrasi perkantoran Modern*. Jakarta: Liberty.
- Wahjudewanti, A.S., Tjakraatmaja, J.H., and Anggoro, Y. (2021). Knowledge Management Strategies to Improve Learning and Growth in Creative Industries: A Framework Model. *Budapest International Research and Critics Institute-Journal (BIRCI-Journal)* Vol 4 (2): 1903-1915.
- Wulandari, R., Djawoto, and Prijati. (2021). The Influence of Delegative Leadership Style, Motivation, Work Environment on Employee Performance in Self-Efficiency Mediation in SNVT Housing Provision of East Java Province. *Budapest International Research and Critics Institute-Journal (BIRCI-Journal)* Vol 4 (3): 3294-3311.