

FTE CONVERSION FACTOR CALCULATIONS	
Program Description and Supporting Information:	
PRODUCTIVE ANNUAL FTE HOURS PER YEAR	
Annual FTE Hours Per Year: Industry Standard	2080
Agency Holiday Hours Per Year	
Agency Vacation Leave Hours Per Year	
Agency Sick Leave Hours Per Year	
Agency Family-Personal Leave Hours Per Year	
Annual FTE Hours Per Year: Agency Staff	2080
Productivity Adjustment	
Personal Development Time	
Productive Annual FTE Hours Per Year (FTE Conversion Factor): Agency Staff	2080

**Standard 8: Staffing Levels
FTE Data Supplement**

Productive Annual FTE Hours Per Year (FTE Conversion Factor): Local Inspector		2080	
(POSITION CATEGORY) FOOD SAFETY INSPECTION HOURS			
Assignment/Activity	% of Productive Annual Hours	Productive Annual Hours	
		0	
		0	
		0	
		0	
		0	
		0	
FOOD SAFETY INSPECTION HOUR TOTAL		0	
			Position Description and Supporting Information:
(POSITION CATEGORY) FOOD SAFETY INSPECTION HOURS			
Assignment/Activity	Productive Annual Hours		
FOOD SAFETY INSPECTION HOUR TOTAL	0		
			Position Description and Supporting Information:
(POSITION CATEGORY) FOOD SAFETY INSPECTION HOURS			
Assignment/Activity	Productive Annual Hours		
FOOD SAFETY INSPECTION HOUR TOTAL	0		
			Position Description and Supporting Information:

Standard 8: Staffing Levels
FTE Data Supplement

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Assignment/Activity

Routine Inspections

Re-inspections

Complaint Investigations

Outbreak Investigations

Compliance Follow-up Inspections

Risk assessment Reviews

Process Reviews

Variance Process Reviews

Foodborne Illness Complaint Response

Final Construction Inspections

Onsite Training

Temporary Event Inspections

Mobile Unit Inspections

Formal/Informal Hearings

Standardization Inspections

Position Category

FSIO

Trainer

Supervisor

Manager

Standard 8: Staffing Levels
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**Standard 8: Staffing Levels
FTE Data Supplement (Non-FS)**

NON-FOOD SAFETY INSPECTION HOURS			
(POSITION CATEGORY) NON-FOOD SAFETY INSPECTION HOURS			
As previously noted, the primary responsibility of the (POSITION CATEGORY) is to conduct food safety regulatory inspections in retail food establishments; however, (POSITION CATEGORY) are responsible for regulating other (non-food safety) areas of Environmental Health throughout the year. Position Description and Supporting Information:			
Non-Food Safety Assignment/Activity	Activities Per Year	Hours Per Activity	Total Activity Hours
			0
			0
			0
			0
			0
			0
			0
Non-Food Safety Assignment/Activity Hour Total			0

Standard 8: Staffing Levels
FTE Data Supplement (Non-FS)

Type of Environmental Health Inspection

Administrative Conferences & Hearings (all)
Pool & Spa Inspections

Geothermal Well Inspections
Hotel Inspections
Marina Inspections
Personal Grooming Establishment Inspections

Wholesale food inspections
Dairy farm inspections
Milk plant inspections
Department of Corrections inspections
Tanning inspections
Body Art inspections
Hazardous waste inspections
Air quality inspections
Solid waste inspections
Land planning
Health fraud inspection
Consumer product safety inspection

Position Category

FSIO
Trainer
Supervisor
Manager

**Standard 8: Staffing Levels
FTE Data Supplement Summary**

FOOD SAFETY INSPECTION HOURS PER YEAR			
Position Category	Food Safety Inspection Hours	Number of Employees	Position Category Food Safety Inspection Hour Total
	0		0
	0		0
	0		0
Food Safety Inspection Hour Total			0
Non-Food Safety Inspection Hour Total			0
Annual Food Safety Inspection Hour Total			0
Total FTE Provided			0.0

Standard 8: Staffing Levels
FTE Data Supplement Summary

Position Category

FSIO

Trainer

Supervisor

Manager

Type of Food Safety Inspection

- Routine Inspections
- Re-inspections
- Complaint Investigations
- Outbreak Investigations
- Compliance Follow-up Inspections
- Risk assessment Reviews
- Process Reviews
- Variance Process Reviews
- Foodborne Illness Complaint Response
- Final Construction Inspections
- Onsite Training
- Temporary Event Inspections
- Mobile Unit Inspections

INSPECTION TO FTE RATIO	
Table Notes: In accordance with Standard 8 Self-Assessment Guidance provided in the January 2011 version of the Program Standards, the Inspection-to-FTE Ratio must fall between 280 and 320.	
Total Annual Number of Food Safety Inspections	0
Total FTE Provided	0.0
Inspection to FTE Ratio	#DIV/0!

DEFINITIONS	
Food Safety Inspection Officer (FSIO)	This term describes the position category for the inspection staff in a food safety inspection program. In this workbook application, FSIO does not include trainers, supervisors, or managers. However, the agency is able to customize all position category titles to match their agency's terminology.
Productivity Adjustment	(x) hours per year per EHS as established by the (AGENCY). The Productivity Adjustment includes items listed in the Guide to Self Assess for Standard 8. These items include, but are not limited to administrative tasks (in-office paperwork and reports, phone calls, emails, Outlook calendar updates), inspection travel time, training time for the inspector, and required meetings. These factors may be defined by the AGENCY. Some jurisdictions may also exclude the time allotted for lunch and work breaks. Most jurisdictions of moderate size will have a personnel department, a human resource department, or a budgeting department that has calculated the average administrative overhead time for each position category or perhaps has established an FTE conversion factor. This may be some of the documentation that the jurisdiction supplies as source documentation.
Personal Development Time	(x) hours per year per EHS as established by the (AGENCY). The personal development time includes, but is not limited to continuing education, maintaining professional credentials, and required agency trainings and orientations.
Productive Annual FTE Hours Per Year (FTE Conversion Factor): Agency Staff	The Annual FTE Hours Per Year for Local Inspector less the productivity rate hours and personal development time hours.
Agency Holiday Hours Per Year	(x) hours per year per EHS as established by the (AGENCY).
Agency Vacation Leave Hours Per Year	(X) hours used in the FTE Data calculation represents an average of the hours of vacation leave earned among all EHS at (AGENCY). (Vacation leave hours earned amongst inspection staff may vary depending on years of service)
Agency Sick Leave Hours Per Year	(X) hours per year (use or lose) as established by (AGENCY)
Agency Family-Personal Leave Hours Per Year	(X) hours per year (use or lose) as established by (AGENCY)
Position Category	Only the personnel who have direct time for conducting inspections should be included in the position categories. Time for support and administrative personnel may not be included. Clerical support persons and administrators generally do not perform field work, and it is not appropriate to include portions of their time here. While they contribute to and are very important to the effective functioning of the "program," they do not add to the inspection capacity. As an example, however, if a supervisor functions as a working supervisor, i.e., he/she performs some amount of inspectional work or conducts compliance follow-up inspections, conducts formal or informal hearings, etc., then that portion of time spent on field work should be counted as inspectional personnel time. The portion of their time spent preparing or reviewing reports and performing administrative tasks, however, should not be counted. The Standard requirement is intended to establish a workload ratio for personnel conducting field work directly related to the inspectional tasks.