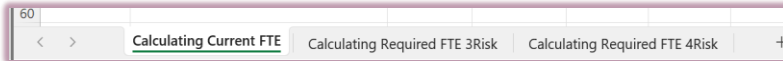


STANDARD 8

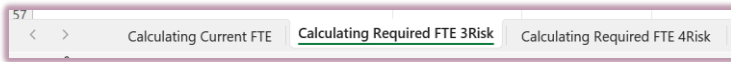
Alternative Staffing Calculation Worksheet Instructions

1. **Download & Save** a copy of the workbook for your jurisdiction from the **CFP Website**.
2. **Gather** information for:
 - Agency leave hours – including vacation, holidays, sick time, personal time
 - Position productive time – this will summarize the Retail FSIO position time available for retail food inspections
 - Determine time for drive/travel to inspections, in-office work, professional development/CEUs, etc.
 - Retail Food Position List – list all positions that conduct retail food inspections
 - Record the time % expected for Retail Food Inspections
3. **Enter** this information in the Calculating Current FTE tab



The workbook will tally the actual working days & weeks, total retail food inspection hours, and **current FTE**

4. **Select** a Calculating Required FTE tab – 3 or 4 risk levels based on your jurisdiction's procedures.



5. **Inventory** the retail food establishments in your jurisdiction by risk code.

- Enter the counts per risk code in the **blue** fields

STANDARD 8's REQUIRED FTE FOR YOUR JURISDICTION			
	Low Risk Establishments	Frequency of Low Risk Est Inspections Per Year	Moderate Risk Establishments
Routine and Permitting		1.00	

- Enter the number of full routine inspections per year each establishment SHOULD receive at that risk level in the adjacent **purple** Frequency field according to your jurisdiction's procedures.

Examples:

- 1.00 = 1 full routine inspection per one year
- .5 = 1 full routine inspection every two years
- 2.0 = 2 full routine inspections per one year

6. **Enter** the expected or average time to conduct a routine inspection for that risk level in the **purple** Hours Spent Per Inspection field below.

	Low Risk Establishments
Routine and Permitting	
Follow Up Inspections/Reinspections (Assumes 15% of total)	
Foodborne Illness Complaints (Assumes 1% of total)	
Other (Assumes 10% of total)	
Total Number of Required Inspections	
Hours Spent Per Inspection	0.75

Examples:

- .75 = 45 minutes
- 1.0 = 60 minutes
- 1.25 = 75 minutes
- 1.5 = 90 minutes

7. The Total Current FTE from the Calculating Current FTE tab will determine if your agency has FSIO staffing levels sufficient to meet your jurisdiction's workload.

Total Food Safety Inspection Hours	24050
Total Current FTE	22.63

This is shown on the Calculating Required FTE tab

Total Required FTE	28.45
Standard 8.1 Staffing Level	Standard not met

or

Total Required FTE	21.19
Standard 8.1 Staffing Level	Standard met