

FTE Employee Calculation

Unless otherwise specified in an Order Form, a Customer’s FTE Employee Volume Metric is calculated by multiplying the number of workers in each category (full-time, part-time, temporary, volunteers etc.) by the applicable percentage rate specified for each category, and then adding the resulting numbers for each category of worker together for a total sum as set out in the following example:

	Step 1 Identify different Worker types	Step 2 Identify total # workers per type for coming 12 months	Step 3 Apply the applicable %	Step 4 Calculate Total # Full-Time Equivalents	
	Full-Time Equivalents	1000	100%	1000	
	Part-time Equivalents	200	75%	150	
	Temporary workers	200	50%	100	
	Volunteers	0	10%	0	
		1400		1250	Equivalents

The following definitions apply for FTE Employees and it is the Customer’s responsibility to provide evidence that a worker should be calculated in a lower category, otherwise all workers will be considered Full-Time Equivalents:

<i>Full-Time Equivalent</i>	A worker (employee or contractor) that is regularly scheduled for more than 24 hours per week regardless of the method of payment or actual hours worked, whether or not eligible to receive employee benefits in accordance with Customer’s internal standard practices. A Full-Time Equivalent will be considered non-temporary if they are hired to work for a period of more than 4 months in a given year.
<i>Part-Time Equivalent</i>	A worker (employee or contractor) that is regularly scheduled for 24 hours per week or less regardless of the method of payment or actual hours worked, whether or not eligible to receive employee benefits in accordance with Customer’s internal standard practices. A Part-Time Equivalent will be considered non-temporary if they are hired to work for a period of more than 4 months in a given year.
<i>Temporary</i>	Someone that is hired to work for a period of less than 4 months in a given year irrespective of the number of hours worked.
<i>Volunteer</i>	Someone that is works on a non-paid basis for a period of less than 2 months or maximum 4 hours per week.