

Appendix “I” – Number of Employees

The total number of employees is the number of full time employees plus the number of part time employees (PTE) converted to equivalent full time employees. To convert part time employees into equivalent full time employees, divide the number of hours worked by part time employees by 2000. The equation is as follows:

$$NE = FTE + (PTHW / 2000)$$

NE = Total Number of Employees

FTE = Number of Employees that work more than 2,000 hours per calendar year

PTHW = Total Number of Hours Worked by Part Time Employees in a calendar year