CACTUS - FTE

Definition and Guidance

- 1) An individual's FTE in CACTUS is based upon an individual's contract time worked; not on the individual's level of compensation.
 - a. Example: An intern is teaching the number of periods/hours equal to the LEA standard for a full time teacher but receives only 0.55 of the regular teacher pay scale as an intern. This individual should still be entered as 1.0 FTE in CACTUS because he is teaching the LEA standard for full time employment as a teacher.
 - b. Example: A school district chooses to pay their counselors on the same pay scale as their teachers, but multiply the pay by 1.3 due to the time worked during the summer. These counselors should be listed in CACTUS as 1.0 FTE as they are working the LEA standard for full time employment as a counselor
- 2) Except as described in Sections 5 and 6 below, <u>no individual</u> in CACTUS should be entered as greater than 1.0 FTE. Additionally, no individual in CACTUS may have an FTE exceeding 1.3 or an FTE of 0.
- 3) An individual that works fewer periods/hours than the LEA standard for full time employment should be entered as less than 1.0 FTE.
 - a. The FTE should equal the ratio comparing the individual's periods/hours worked to the LEA standard.
 - b. Example: An individual is working at a junior high school and teaching 4 periods per day. The LEA standard for full time employment at the school is 6 periods per day. The individual's FTE should be listed as 0.667 (4/6, rounded to the nearest thousandth).
- 4) An individual that works fewer contract days then the LEA standard for full time employment should be entered as less than 1.0 FTE.
 - a. The FTE should equal the ratio comparing the individual's contract days worked to the LEA standard.
 - b. Example: An individual is hired in mid-October. The individual will work 150 contract days to the end of the year. The LEA standard for full-time employment is 183 contract days. The individual's FTE should be listed as 0.82 (150/183 rounded to the nearest thousandth).
- 5) An individual teaching class periods over the LEA standard (teaching on a prep period) should be entered as greater then 1.0 FTE, but not to exceed 1.3 FTE.
 - a. The FTE should equal the ratio comparing the individual's periods worked to the LEA standard.
 - b. Example: An individual is hired to teach 7 periods at a junior high school. The LEA standard for full-time employment at the school is 6 periods. The individual's FTE should be listed as 1.167 (7/6, rounded to the nearest thousandth).
- 6) An individual teaching multiple tracks in a year round school should be entered as greater than 1.0 FTE, but not to exceed 1.3 FTE.
 - a. The FTE should equal the ratio comparing the individual's contract days worked to the LEA standard.
 - b. No example is provided. Please contact USOE for clarification if this occurs in your LEA.

- 7) An individual that works in a situation that falls into more than one of the above categories may have an FTE greater or less than 1.0 FTE.
 - a. To calculate such an individual's FTE, calculate each FTE as described in the appropriate categories above and then multiply the ratios together for the final FTE.
 - b. Example: An individual is hired in mid-October (which equates to 150 contract days remaining to be worked in this LEA) to teach 4 periods per day at a junior high school. The LEA standard for full-time employment is 183 contract days and 6 periods per day at that school. The individual's FTE should be listed as 0.547 (0.667 (FTE per day, see section 3 above) x 0.82 (FTE for the year, see section 4 above), rounded to the nearest thousandth).