

CACTUS - FTE

Definition and Guidance

Full-time Equivalent (FTE) in CACTUS is defined as the ratio of the contract-time worked by an educator compared to the LEA's definition of contract-time worked by a full-time employee in the same position.

Note: Only individuals directly employed by an LEA in a position requiring a Utah educator license should be assigned to the LEA in CACTUS. The only exceptions to this policy are:

- a) individuals in an administrative position in a charter school are not required to hold a Utah educator license but must still be entered into CACTUS if the position would typically require an educator license in a school district.
- b) third-party employees teaching Law Enforcement, Fire Science, Cosmetology, or Commercial Pilot, may or may not be entered into CACTUS depending on individual circumstances; please call USBE for clarification if necessary.

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 A:** An intern is teaching the number of periods/hours equal to the LEA standard for a full-time teacher but receives only 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 B:** 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, no individual 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 class periods or hours per day 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 class periods or hours worked in a day (or 2 days in an A/B model) to the LEA standard.
 - b. When calculating the LEA standard do not consider prep periods, brief administrative periods (homeroom), or non-graded periods.
 - c. **Example A:** 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).
 - d. If the LEA standard is not the same for every day of the week, you may need to expand the standard to consider a full week (2 weeks for an A/B model).
 - e. **Example B:** An individual is working in the upper grades of a charter school. The school schedule includes 5 academic periods and 1 prep period each day except Friday. On Friday there are 3 academic periods, 1 exploratory/support period (non-graded), and 1 prep period. The particular individual teaches 3 academic periods M-Th and 1 academic period on Friday. The individual's FTE should be listed as 0.565 $((3+3+3+3+1)/(5+5+5+5+3))$
- 4) An individual that works fewer contract days 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 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 per day over the LEA standard (teaching on a prep period) should be entered as greater than 1.0 FTE, but not to exceed 1.3 FTE.
- The FTE should equal the ratio comparing the individual's periods/hours worked in a day (or 2 days in an A/B model) to the LEA standard.
 - When calculating the LEA standard do not consider prep periods, brief administrative periods (homeroom), or non-graded periods.
 - Example A:** 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).
 - If the LEA standard is not the same for every day of the week, you may need to expand the standard to consider a full week (2 weeks for an A/B model).
 - Example B:** An individual is working in the upper grades of a charter school. The school schedule includes 5 academic periods and 1 prep period each day except Friday. On Friday there are 3 academic periods, 1 exploratory/support period (non-graded), and 1 prep period. The particular individual teaches 6 periods M-Th and 3 period on Friday. The individual's FTE should be listed as 1.174 ($((6+6+6+6+3)/(5+5+5+5+3))$)
- 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.
- The FTE should equal the ratio comparing the individual's contract days worked to the LEA standard.
 - No example is provided. Please contact USBE 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.
- 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.
 - 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 3-c above) x 0.82 (FTE for the year, see 4-b above), rounded to the nearest thousandth).
- 8) An individual who's employment status and FTE changes midyear.
- To calculate such an individual's FTE the year must be divided into ratios representing the time periods for each FTE value. Then the FTE values are multiplied by the appropriate "year ratio" and then added together.
 - Example A:** An individual is employed for a total of 0.5 FTE at the beginning of the school year. At the end of the second trimester the employee is changed to full-time (1.0 FTE) for the final trimester of the year. The individual's FTE should be listed as 0.667 ($0.5 * (2/3) + 1.0 * (1/3)$), rounded to the nearest thousandth.
 - Example B:** An individual is employed for a total of 0.667 FTE at the beginning of the year. On day 108 of the school year the individual changes positions and works full-time (1.0 FTE) for the remainder of the school year. The LEA's school year is 183 contract days. The individual's FTE should be listed as 0.804 ($0.667*(108/183) + 1.0*(75/183)$), rounded to the nearest thousandth).