**Staff Coverage Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** | **M** | **N** |
| **Post/Position** | Job  Class | Meal  Relief? | Total  Hours  On  Days | Total  Hours  On  Evenings | Total  Hours  On  Nights | Other  hours | No. of  Days  per  Week | No. of  Hours  per  Week | No. of  Hours of  Coverage  per Year | Is Relief  Need for  This Post? | Net  Annual  Work  Hours | Total  No. of  FTEs  Needed | Rounded  No. of  FTEs |
| Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Asst. Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shift Supervisor |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Shift Supervisor |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lead |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Lead |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Armed Officer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Armed Officer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unarmed Officer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Unarmed Officer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal Clerical |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL STAFF** |  |  |  |  |  |  |  |  |  |  |  |  |  |

FTE = Fulltime equivalent staff