**Staff Coverage Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** | **M** | **N** |
| **Post/Position** | JobClass | MealRelief? | TotalHoursOnDays | TotalHoursOnEvenings | TotalHoursOnNights | Otherhours | No. ofDaysperWeek | No. ofHoursperWeek | No. ofHours ofCoverageper Year | Is ReliefNeed forThis Post? | NetAnnualWorkHours | TotalNo. ofFTEsNeeded | RoundedNo. ofFTEs |
| 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