

## Head Count to FTE ratio

## Name and Definition

<b>Full Name</b>	Head Count to full-time equivalent ratio	
<b>Short Name</b>	Head Count to FTE ratio	
<b>Definition</b>	The total number of unique/discrete individuals employed by AHS divided by the reported assigned FTE level.	
<b>Domain</b>	Health System Sustainability	
<b>Dimension</b>		
<b>Fiscal Efficiencies</b>	<b>Health Workforce</b>	<b>Information Management / Information Technology</b>
No	Yes	No
<b>Health Technologies</b>		
No		
<b>Category of Measure</b>	Tactical	
<b>Type of Measure</b>	Input Measure	
<b>Other Comments / Notes</b>		

## Context

<b>Business Context</b>	AHS Strategic Direction AHS 2010 -2015 Health Plan: Improving Health for All Albertans  (see Planning Documents section for links to these documents)
<b>Rationale</b>	This measure supports workforce efficiencies and indicates better ability to effectively manage scheduling and productivity challenges.
<b>Notes for Interpretation</b>	The measure includes casual employees in the head count but they have no assigned full-time equivalent. Including casual employees in the head count (numerator) with zero FTE (denominator) significantly increases the ratio.
<b>Organizational Strategy</b>	Enabling our people to achieve excellence in providing health services to all Albertans.
<b>Benchmark Comparisons</b>	
<b>Cited References</b>	

## Technical Specifications

<b>Metric</b>	Ratio. #:1
<b>Preferred Display Format</b>	9.99:1
<b>Numerator</b>	Record Count of Reported Employees
<b>Inclusion Criteria for Numerator</b>	Includes employees who are active and on leaves of absence.
<b>Exclusion Criteria for Numerator</b>	Excludes duplicates and terminated employees. Excludes Capital Care Group, Criteria for Carewest, Calgary Lab Services employees.
<b>Data Source(s) for Numerator</b>	Detailed Employee Listing.
<b>Refresh Rate for Numerator</b>	Monthly
<b>Data Steward for Numerator</b>	AHS, HR Reporting and the HR Analytics business units.
<b>Denominator</b>	Sum of Reported Assigned FTE
<b>Inclusion Criteria for Denominator</b>	Includes employees who are active and those on Leaves of Absence. Includes all assigned FTE, inclusive of multiple positions held by a single employee.

## Performance Measure Definition

<b>Exclusion Criteria for Denominator</b>	Excludes Capital Care Group, Carewest, Calgary Lab Services							
<b>Data Source(s) for Denominator</b>	Detailed Employee Listing.							
<b>Refresh Rate for Denominator</b>	Monthly							
<b>Data Steward for Denominator</b>	AHS, HR Reporting and the HR Analytics business units.							
<b>Technical Notes</b>	Casual employees do not have an assigned FTE and therefore are not included in the FTE sum. Benefit eligible casuals with an assigned FTE are included.							
<b>Calculation</b>	Record Count of non-duplicate employees divided by the sum of assigned FTE employees.							
<b>Relationship to Other Indicators</b>	Associated with Full-time to Part-time Clinical Worker ratio which only includes employees deemed "clinical" rather than all employees.							
<b>Level of Reporting</b>	<b>National</b>	No	<b>Provincial</b>	No	<b>Zone</b>	Yes	<b>Site</b>	No
<b>Reporting Notes</b>								
<b>Frequency of Reporting</b>	<b>Annually</b>	No	<b>Quarterly</b>	No	<b>Monthly</b>	Yes	<b>Other</b>	No
<b>Other Reporting Frequency</b>								
<b>Limitations</b>	<p>HR Data currently does not include Capital Care Group, Calgary Laboratory Services and Carewest entities even though these are wholly owned entities of AHS. Does not include Covenant or Caritas employees as these are not AHS employees. Includes only those employees reported by former health entities. Some employees currently not on AHS pay systems may not be included i.e. EMS.</p> <ul style="list-style-type: none"> <li>•Includes employees on leave of absence at their assigned FTE even though they may not be providing hours of work to the employer.</li> <li>•An employee employed in multiple work locations, in multiple functional bargaining units, or multiple positions is only counted once in the head count.</li> <li>•Not all former health entities provide an Assigned FTE for all regular employees.</li> </ul>							

## Planning Documents

### Reference Documents

Name	Business Planning Document URL
AHS Health Plan	<a href="http://www.albertahealthservices.ca/3238.asp">http://www.albertahealthservices.ca/3238.asp</a>
AHS Strategic Direction	<a href="http://www.albertahealthservices.ca/org/ahs-org-strategic-direction.pdf">http://www.albertahealthservices.ca/org/ahs-org-strategic-direction.pdf</a>