

Circular 85-26

August 16, 1985

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION

Bureau of Apprentices-
ship and Training
Washington, D.C. 20213

Symbols: TDT/MEB

Distribution:

A-539 Tech.
Hdqtrs.
A-542 RDs

SUBJECT:

CODE: 906

Personnel Management

ACTION: Due date: immediately

PURPOSE: To inform BAT Regional Directors of establishment of a new FTE employment management system.

BACKGROUND: A Full-Time Equivalent (FTE) management system is being developed in time for implementation on 10/1/85. When the system is in place, ETA will change over to control staffing against FTE allocations rather than End of Year (EOY) ceilings.

One significant difference under this system is that two twenty-hour persons count as one FTE, versus counting two against EOY ceilings.

Several regions have expressed an interest in hiring part-time clericals. This system will allow you to hire two persons on a twenty-hour per week basis, in lieu of hiring one full-time person.

ACTION: In advance of 10/1/85, you are to submit for approval any reasonable requests for part-time clericals to the Director's office. Upon approval by the BAT national office, your personnel reports should reflect this action by inserting an asterisk in front of "20-hour" employee's name, with a footnote that reads, "20-hour employee." This will avoid counting two part-time persons as two positions against your ceilings. If there is one 20-hour person on board, they will be counted as 1/2 on the personnel report. You will still have authority to hire one more 20-hour person to fill the other half of this authorized slot.

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