



# Background



## Understanding HR terminology

### What is an FTE?

FTE stands for full-time equivalent. FTE is a measure used to count positions, not individual employees. It is a measure of the number of hours worked divided by the number of hours making up full time. So 10 FTEs, for example, might actually be 12 employees; 8 full-time employees and 4 part-time employees who each work .5 of an FTE. Hours worked for the purposes of overtime and relief are also considered FTEs.

### How do you define attrition?

Attrition is the gradual reduction of the size of a workforce by not replacing personnel who retire or resign.

### How do you define vacancy?

A vacancy is an unoccupied position.

### What do you mean when you say “non-core”?

Hours that are not part of the minimum staffing that must be in a work area are called non-core hours. They are hours that are worked but are not part of hours that make up a particular position. These include overtime, relief, constant observation, etc.

### What is a hire?

A hire is to employ a person in a position or a person who is used to fill a position.