

Agency Name - Human Resources - Agency Position Inventory

Agency Name - Position Inventory as of _____

NOTE: This is an inventory of the Positions not the people. If a position is vacant, it must be listed and info provided. Some staff may carry out the work of two positions. In this case, you would list both positions and split out what you pay that person between those two positions. All positions should be included - contract, term, casual, etc.

	1	2		3	4	5	6	7	8	9	10	11		12	13	14	15					
	Office Site	Position / Job Title		Funder	Category	Type	Pay scale classification	Total paid hours	Actual FTE ***	Salary Range		Total Salary	Total Mandatory Benefits Employer Portion		Total Group Benefits	Total Pension	Total Salary and Benefits	Remoteness allowance paid (enter total amount for position)	Was this position vacant on Aug 31/2010	Date the position became vacant		
		Title of position	Job descrip on file						Col 7/total hours	Minimum	Maximum	Wages only	CPP	EI			Cols 10+11+12+13			Day	Month	Year
1									0								0					
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Agency Name - Human Resources - Agency Position Inventory

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Agency Name - Human Resources - Agency Position Inventory

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Agency Name - Human Resources - Agency Position Inventory

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Agency Name - Human Resources - Agency Position Inventory

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																	Add Payroll Tax					
																	Total Salary and Benefits *****					

***** Total salary and benefit costs must agree with figure(s) shown on the Budget or audited Financial Statements, or be reconciled by way of explanatory notes.

Agency Name - Human Resources - DIA Staff Inventory

Name of Agency DIA Position Inventory as of _____																
1	2		3	4	5	6	7	8	9		10	11		12	13	14
Office Site	Position / Job Title		Funder	Category	Type	Pay scale classification	Total paid hours	Actual FTE ***	Salary Range		Total Salary	Total Mandatory Benefits Employer Portion		Total Group Benefits	Total Pension	Total Salary and Benefits
	Title of position	Job description on file						Col 7/total hours	Minimum	Maximum	Wages only	CPP	EI			Cols 10+11+12+13
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Total									Total							
															Add Worker's Comp Costs	
															Add Payroll Tax	
															Total Salary and Benefits *****	

***** Total salary and benefit costs must agree with figure(s) shown on the Budget or audited Financial Statements, or be reconciled by way of explanatory notes.

Agency Name Human Resources - CFS Staffing by Site

Aboriginal Status of Agency Workforce

Enter Data as at _____

[illegible]

Agency Name - Human Resources - Turnover

[illegible]

Agency Name - Human Resources - Turnover

Vacancies within total staff	Mar 31/2010	May 31/2010
as at Mar 31/2010		
as at May 31/2010		
as at Aug 31/2010		

Agency Name - Human Resources - Staff Training and Education

List the staff training and education programs provided by the Agency.

	Training Course Name	Sites	Main Target Group	Who did the training?
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Agency Name - Human Resources - Staff Training and Education

List the staff training and education programs that Agency used in _____ other than agency own training

	Training Course Name	Sites	Main Target Group	Who put on the training?
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Agency Name - Human Resources - Staff Qualifications

Academic Qualifications

	# of mandated Staff (include supervisors and ED; middle managers as appropriate)	# of other staff (include admin, finance, etc.)	Total # of staff	# with BSW / MSW / BISW / Ph.D social work	# currently enrolled in BSW / MSW / Ph.D.	# with related degree: B.Ed; M.Ed.; BA; B.Sc., Family Studies	Other Certificate / Diploma / Gr. 12		CFS Diploma Yellowquill	# currently enrolled in Yellowquill CFS Diploma	# currently enrolled in U of M CFS Diploma or certificate program
as at:											

	Social work Staff	Finance / Admin / Other staff
as at:		

Workforce Qualifications Standard

	New Hires with DLW 1	New Hires with DLW2	New Hires with DLW2 Provisional
in 09/10			

	Staff with Aborig Status	Non-Aboriginal staff	Total
as at:			