Instructions for Completing:
Supporting Document for Staff Organizational Chart

Fields

Position

List all positions that will exist in the PACE program at time of Start-up.

FTE (Full Time Employee/Equivalence)

Time base for each position. Utilize scale of full-time (1.0) to minimal time (.10+).

Name

Name of individual filling the position. If the position is not yet filled list it as vacant.
When the PACE program is operational a revised chart must be submitted identifying all
employees.

Compensation Basis

Specify whether position is salaried or a contracted service.