**Summer 2015 IA Logistics**

Our plan is to have our staff provide the same number of IAs this coming summer (2015) as they did last summer (2014). Since we are projected to have more staff providing IAs this summer we will be able to offer more IAs as a Center without increasing how many each staff provides. If we continue with our current level of staffing we will have approximately 480 IAs available (about 100 more than last summer). At this time we have 27 clinical staff who will conduct IAs at the following levels (please note that these numbers do not include Kurt and RJ as well as any of our contract staff).

**Staff Each Provide Contracted For Total**

4 interns 15 3 per week for 1st 5 weeks = 60

16 clinical staff 21 2 per week (really 1.5 per week) = 336

5 (coordinators + AD) 14 1.5 per week (really 1.0 per week) = 70

2 (D & AD) 7 .5 per week (really .5 per week) = 14

**Total 480**

The summer is 14 weeks long (Monday 5/18 through Friday 8/21). For the first 13 weeks of the summer we will schedule a minimum of 30 IAs each week with 75 scheduled for the last week of the summer.

Distribution of IAs for staff will not be even over the summer (X number per week) as we take into account Center needs, the needs of our interns (their IAs will occur in the first 5 weeks of the summer), staff responsibilities around searches and training, and personal leave time.

In order to have 75 IAs available the last week of the summer, many of us will be scheduled for 3 IAs that week.

A minimum of 30 IAs will be scheduled for each week, including the weeks shortened by holidays. Mondays and Fridays will typically offer no fewer than 7 IAs and Tuesdays, Wednesdays and Thursdays will have no fewer than 5.

IA/EC preference sheets will be used to schedule IAs (as well as ECs) avoiding times when staff are scheduled to be out of the office (leave time, etc.).

Our staff will be “over-contracted” for IAs for the summer (which is not a bad thing) unless they take four or more weeks of leave time. For any staff who does, we will work with them to potentially pro-rate their IAs.

Since staff are “over-contracted” for IAs, if they decide to take unplanned for time off when they have an IA, they **may** be asked to make up or swap that IA with a colleague depending on Center needs.

Last year we did not use all of our IAs so we anticipate having unfilled IAs each week. Our RSO will keep track of unfilled IAs so that they are equally distributed among our staff.