

# **ODE EMIS MANUAL**

## **Section 3.7: Staff Summer Employment Separation (CL) Record**



**Version 4.0**  
July 24, 2017

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>4.0</u>	<u>7/24/17</u>	<u>FY17</u>	<u>NA</u>	<u>No FY17 changes.</u>
3.0	8/18/16	FY16		Added Coming Changes section.
2.0	11/19/15	FY15L		Updated language to reflect shift from reporting periods to FY15 reporting.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional FY17 EMIS changes known to impact the Staff Summer Employment Separation (CL) Record.*

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## 3.7 STAFF SUMMER EMPLOYMENT SEPARATION (CL) RECORD

### ***Required Collection Requests***

The Staff Summer Employment Separation (CL) Record is to be reported for the Initial and Final Staff/Course (L) Collection Requests.

### ***General Guidelines***

A Staff Summer Employment Separation (CL) Record may be reported for any staff member who was employed in the district at the end of the prior school year but separated from all employment with the district as of the current school year. If a staff member works even a single day of the current school year in the district, the CL Record may not be used to report separation.

Staff who separate over the summer may be reported with a full Staff Demographic (CI) Record and Staff Employment Record (CK) Record, or may be reported with a single CL Record. Note that if CI/CK Records are reported, all elements on those records must have values that are valid for the current school year. If a district reports a CL Record, then that staff member cannot also be reported with CI/CK Records.

If a staff member had multiple CK Records in the prior year and left over the summer, the district may report a single CL Record that matches only one of the CK Records on State Staff ID, Position Code, and Local Contract Code. The district may also report a CL Record for each prior year CK Record, matching on appropriate fields, but this is not required. As this record can only be used if all employment ends, ODE will assume that the staff member has separated from all positions if a single CL Record is reported.

### ***☼ Local Contract Code Element***

Record Field Number	CL070
Definition	A unique number assigned by the school district, which differentiates between multiple contracts of a staff member within the same position code.

#### ***Valid Options***

Valid three-character code

***Reporting Instructions.*** The value for this element must match the value reported in the Local Contract Code (CK250) on the Staff Employment (CK) Record in the prior year for the position from which the staff member has separated.

### ***☼ Position Code Element***

Record Field Number	CL060
Definition	The code associated with the position assignment of the employee.

#### ***Valid Options***

Valid three-digit code

**Reporting Instructions.** The value for this element must match the value reported in the Position Code (CK060) on the Staff Employment (CK) Record in the prior year for the position from which the staff member has separated.

 **Position Separation Date Element**

Record Field Number	CL090
Definition	The last date of employment of the staff member for the specific position.

**Valid Options**

YYYYMMDD                      Year, Month, Day

**Reporting Instructions.** Only dates after the last day of school for the prior year may be reported in this element. If a staff member is not assigned to a specific building within a district, then the reported date must be after the latest last day of school for all buildings within the district.

 **Position Separation Reason Element**

Record Field Number	CL080
Definition	Reason the staff member left position.

**Valid Options**

- 1            Retirement
- 3            Employer initiated
- 5            Resigned - Took another education job in Ohio
- 6            Resigned - Took another education job out of state
- 7            Resigned - Other
- 9            Deceased

 **State Staff ID Element**

Record Field Number	CL050
Definition	A unique statewide ID used to match a staff member’s data to EMIS data from previous reporting periods and to the state certification and licensure database.

**Valid Options**

A 2 letter, 7 number string: XX9999999

**Reporting Instructions.** The value for this element must match the value reported in the State Staff ID (CI270) on the Staff Demographic (CI) Record in the prior year for the staff member who has separated employment.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Staff Summer Employment Separation (CL) Record, each combination of values in the following fields must be unique.

<b>Required Fields</b>	<b>Number</b>
State Staff ID	CL050
Position Code	CL060
Local Contract Code	CL070

### 3.7 STAFF SUMMER EMPLOYMENT SEPARATION (CL) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC X(8)
CL010	9-10	Sort Type	PIC X(2)
		Always "CL"	
	11	Filler	PIC X
CL020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CL030	16	Data Set	PIC X
		L – Staff/Course	
CL040	17-22	District IRN	PIC X(6)
CL050	23-31	State Staff ID	PIC X(9)
CL060	32-34	Position Code	PIC 9(3)
CL070	35-37	Local Contract Code	PIC X(3)
CL080	38	Position Separation Reason	PIC X
CL090	39-46	Position Separation Date	PIC 9(8)