

# ODE EMIS MANUAL

## Staff Records

**The Staff Records EMIS Manual Sections contained in this document.<sup>1</sup>**

§			Version, Posted Date
3.1	Staff Records Overview	N/A	5.1, 4/26/18
3.2	Reporting Contracted Staff	N/A	5.1, 4/27/18
3.3	Staff Demographic Record	CI	5.2, 6/28/18
3.4	Staff Employment Record	CK	6.0, 5/2/18
3.5	Contractor Staff Employment Record	CJ	5.1, 2/13/18
3.6	Contract Only Staff Record	CC	4.1, 12/28/17
3.7	Staff Summer Employment Separation Record	CL	4.1, 6/8/18
3.8	Staff Missing Override Record	CP	4.1, 12/28/17
3.9	Position Codes	N/A	6.0, 6/8/18

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<sup>1</sup> It is important to note that—in rare instances—the sections contained within this document may not be those most recently published for the given fiscal year. Be sure to make note of the posted date of this document compared to the posted dates in the content area tables on the EMIS Manual webpage.

# **ODE EMIS MANUAL**

## **Section 3.1: Staff Records Overview**



**Version 5.1**  
April 26, 2018

## 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>5.1</u>	<u>8/26/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
5.0	7/13/17	FY17	NA	No FY17 changes.
4.0	6/13/16	FY16		Added Coming Changes section.
3.0	11/3/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	10/8/13	FY14K	1010	Removed references to unit funding.

## 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.

The EMIS Manual is a living document, and this fiscal year’s version will be updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the most recently posted [Agenda for the Ohio EMIS Software Vendor Conference Calls at http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/Vendor-Conference-Calls](http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/Vendor-Conference-Calls).

~~At this time, there are no additional FY17 EMIS changes known to impact the Staff Records Overview.~~

Change #	Change Description

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## 3.1 STAFF RECORDS OVERVIEW

### *General Guidelines*

The Staff Records sections in the ODE EMIS Manual provide instructions about reporting staff data records and elements to the Ohio Department of Education (ODE). These sections also contain guidance regarding the reporting of staff in a contracted situation, such as when the school district contracts with an Educational Service Center (ESC) or another EMIS reporting entity. For specific contracted staff reporting instructions, see Section 3.2 Reporting Contracted Staff. Most staff records are submitted to the Ohio Department of Education (ODE) with a staff employee ID.

### **OVERVIEW OF DATA**

The following are general categories of staff data covered in Staff Records of the ODE EMIS Manual.

- Staff demographic data (race, gender, age, name, education level, attendance, etc.)
- Staff employment data (salary, assignment area, fund source, etc.)
- Career-technical education class data

### **REPORTING RESPONSIBILITY**

One Staff Demographic (CI) Record and at least one Staff Employment (CK) Record are required for each individual employed (certificated/licensed and classified) by the following EMIS reporting entities.

- City, local, or exempted village school districts
- Community schools
- Educational service centers (ESCs)
- Joint vocational school districts (JVSD)
- Ohio Schools for the Deaf and Blind
- Ohio Department of Youth Services (ODYS)
- STEM districts

### *Reporting Staff Members*

Please keep these key points in mind when reporting a staff member:

- Staff members must be assigned a unique Employee ID.
- The ID assigned to a staff member must be the same used for reporting related records in Staff Records (Section 4.3 Staff Course (CU) Record, Section 3.4 Staff Employment (CK) Record, Section 3.3 Staff Demographic (CI) Record, and Section 3.5 Contractor Staff Employment (CJ) Record) and Student Records (Section 2.9 Student Program (GQ) Record).
- When reporting a Staff Demographic (CI) Record for a staff member who has a credential issued by ODE, the staff member must be reported with his/her Ohio Credential ID in the State Staff ID Element.

Use the following guidelines to determine which staff members must be reported and which individuals need not be reported to EMIS. The term “individuals” refers to both certificated/licensed and classified staff members.

***Initial and Final Staff/Course (L) Collections.*** The following employees are to be reported by EMIS-reporting entities.

- Individuals employed by the reporting entity for any portion of the school year.
- Individuals or companies contracted by the school district for duties normally performed by school district personnel (e.g., bus drivers, food service staff, and special education therapists).
- Individuals who were employed during the current school year but who left prior to the end of the school year.
- Individuals who are on leaves of absence.
- Substitutes who become the “teacher of record.”
- Individuals employed during the previous year, who are no longer employed, including individuals who resigned over the summer.
- Individuals employed through supplemental contracts, including individuals whose only position is a supplemental contract.

Do not report the following individuals to EMIS.

- Daily (as needed) substitutes
- Student employees
- Board of education members
- Adult education teachers
- Game officials, ticket takers
- Part-time help
- Volunteers serving in the district

### ***Reporting Substitute Teachers***

#### ***Types of Substitutes***

1. ***Daily (As-Needed) Substitutes.*** These are individuals whom the district contacts on an as needed basis who are not on the district’s salary schedule but are paid the daily substitute rate. These individuals are not reported through EMIS.
2. ***Full-time Substitute Teachers (Permanent).*** Individuals hired as full-time (permanent) substitute teachers should be reported with position code “225”.

Staff assigned this position code meet the following criteria.

- Have a contract with the district; AND
- Are placed on the district salary schedule; AND
- Report to the district for work daily

Teaching assignments for individuals assigned to this position code are subject to change daily. An individual in this position is never the teacher of record, but has a variety of assignments based upon the needs of the district. No Staff Course (CU) Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then his/her position code should reflect the new assignment and he/she should have the proper certi-

fication/licensure for the position he/she is hired to fill. A position code of “225” cannot be used as a teacher of record.

Individuals assigned a position code of “225” are not counted in the teacher FTE, but may be included in data analysis and in calculating total costs.

***Substitute Becoming Teacher of Record.*** Districts should use their discretion in determining when a substitute teacher becomes a teacher of record. As a general guideline, the teacher of record is the individual, with a regular teaching assignment, who is responsible for assigning the grade to the student. The teacher of record is to have a Staff Course (CU) Record reported by the district.

Once a substitute is determined to be the teacher of record, he/she should be coded with a regular teaching assignment. He/she is required to have the proper credentials to teach the particular subject for which he/she has been designated teacher of record.

**Note.** A Staff Course (CU) Record reported for a teacher of record without the proper credentials is subject to the usual consequences for funding and certification.

### ***Reporting Contracted Staff***

The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders. The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be an ESC, another school district, or a non-EMIS reporting entity. The term “contracting district” refers to the resident/educating district contracting for the service.

The EMIS reporting entity where the staff member is employed is responsible for reporting staff data. A Staff Demographic (CI) Record, Staff Employment (CK) Record, and in some cases a Contractor Staff Employment (CJ) Record, are required to be reported by the employing entity. In most contracting situations, the Staff Course (CU) and Course Master (CN) Record is only reported by the resident/educating district contracting for staff to teach a course. In cases where the ESC provides preschool special education instruction or receives state funds for an Early Childhood Education Program, the ESC is still required to report a Staff Course (CU) and Course Master (CN) Record for these preschool teachers.

The following are general reporting guidelines for contracting situations. For reporting instructions regarding specific situations, please see Section 3.2 Reporting Contracted Staff.

***Resident/Educating District Contracts with a Non-EMIS Reporting Entity.*** If the resident/educating district contracts with an individual or entity that does not report through EMIS, then the resident/educating district is responsible for reporting all staff information for the contracted staff member. This will include a Contract Only Staff (CC) Record or a Staff Demographic (CI) Record, Staff Employment (CK) Record, and if applicable, a Staff Course (CU) and Course Master (CN) Record. No Contractor Staff Employment (CJ) Record is reported by the resident/educating district. See Section 3.2 Reporting Contracted Staff for additional information. In this situation, the resident/contracting entity is responsible for reporting all student information.

Common contracting situations that follow this guideline include, but are not limited to, the following.

- Resident/educating district or ESC is allocated state funds for an Early Childhood Education program and is contracting with an agency such as a Head Start Agency or a Community Action Organization for a staff member to provide instruction to preschool students. The instruction may take place either at the resident/educating district or at another entity.
- Resident/educating district is contracting with a national agency/organization/association or hospital for a staff member to provide special education services to students with disabilities.

***Resident/Educating District Contracts to Teach Courses or Provide Services to Students.*** The resident/educating district contracting with an ESC (or another EMIS reporting entity) for a staff member to teach a course or provide services does not report a Staff Demographic (CI), Staff Employment (CK), or Contactor Staff Employment (CJ) Record. However, the resident/educating district is required to report the applicable Staff Course (CU) and Course Master (CN) Record(s) and/or Student Program (GQ) Record with the Employee ID Element and the Provider IRN Element completed. If the staff member is teaching a course, the staff member is reported with his/her Ohio Credential ID in the Employee ID Element. The resident/educating district is responsible for reporting all student data (i.e., Student Course (GN) Record, Student Program (GQ) Record, etc.).

In this situation, it is the responsibility of the contractor (the entity where the staff member is employed such as an ESC) to report a Staff Demographic (CI) Record, Staff Employment (CK) Record, and a Contractor Staff Employment (CJ) Record for each staff member contracted out (teaching a course) to the resident/educating district. With the exception of preschool courses, in this situation the contracting entity does not report any student data.

This includes teaching position code 230 with assignment areas 999270, 999365, 999370, 999380, 999412, 999414, and 999800 and instructional paraprofessionals with a position code of 415 which are contracted. In addition, this also applies to gifted coordinators.

Common contracting situations that follow this general guideline include, but are not limited to, the following. For reporting instructions regarding specific situations, please see Section 3.2 Reporting Contracted Staff.

- Virtual School (or resident/educating district) contracts with a Virtual School to teach online courses.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to provide the special education service. Eligible position codes for preschool contracted related service staff are listed below. No course master is required to be reported for staff members with these position codes.
  - 304 Audiologist
  - 318 Psychologist
  - 325 Physical Therapist
  - 326 Speech and Language Therapist
  - 327 Occupational Therapist
  - 328 Orientation and Mobility Therapist



- 333 Adapted Physical Education Therapist
- Resident/educating district receives funding for an Early Childhood Education program (formerly state-funded Public Preschool program) and contracts (or subcontracts) with an ESC or another EMIS reporting entity for a staff member to teach preschool.
- Resident/educating district contracts with an ESC or EMIS reporting entity for staff to provide instruction to students in an alternative school setting.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for a staff member to teach an art, music, or PE course to students in grades K-8. In this case, the resident/educating district counts this staff member towards Educational Service Personnel Requirements (ESP). It is the responsibility of the resident/educating district to report a Staff Course (CU) and Course Master (CN) Record for these ESP teachers.
  - *ESP Teaching Position Code.* Use position code 230 with one of the following assignment areas: 999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8.
- Resident/educating district contracts with an ESC or another EMIS reporting entity for educational service personnel (other than the teaching positions of music, art, and PE) to meet their ESP ratio requirement. In this case, it is the responsibility of the contractor to report a Staff Demographic (CI) Record, a Staff Employment (CK) Record, and a Staff Contractor Employment (CJ) Record.
  - ESP Position Codes (other than music, art, and PE teachers)**
    - 202 Counselor
    - 203 Library/Media Specialist
    - 320 Registered Nurse
    - 323 Social Worker
    - 330 Visiting Teacher

***Resident/Educating District Contracts for Classified Staff.*** A contracted classified staff member (i.e., bus drivers, food service personnel, etc.) is required to be reported to EMIS. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

***Contract Career-Tech Staff.*** The district employing the contract career-tech staff member is responsible for reporting the Staff Demographic (CI), Staff Employment (CK), Staff Course (CU), Course Master (CN), and CTE Correlated Class (CV) Records. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

***Other “Contracting” Situations.*** In situations where an ESC is providing preschool special education instruction or the ESC is allocated state funds for an Early Childhood Education program (formerly Public Preschool), the ESC is responsible for reporting a Staff Demographic (CI), a Staff Employment (CK), a Staff Course (CU), and a Course Master (CN) Record. In addition, Student Demographic (GI), Student Standing (FS), Student Attributes–Effective Date (FD), Student Attributes–No Date (FN), the applicable Student Program (GQ), and Student Course (GN) Records are also required to be submitted by the ESC.

In these situations there may or may not be a contract between the ESC and the resident/educating district to provide these services or teach a course because the payment for these services comes through

ODE. Because the ESC is in direct receipt of funds from ODE specifically for these preschool services, the ESC is required to report both staff and student data. This situation does not fall under the general reporting guidelines mentioned in the Category #2 Situation in EMIS Manual Section 3.2. The resident/educating district is still required to report students with disabilities in this situation with the applicable program codes. For reporting instructions regarding specific situations, see Section 3.2 Reporting Contracted Staff.

## STAFF-LEVEL RECORDS

There are seven different records containing staff data that may need to be submitted to ODE. Below is a list of each record, its name and record number. Data elements for each of these records are found in the following sections of Staff Records.

Record Number	Record Name
CI	Staff Demographic Record
CK	Staff Employment Record
CJ	Contractor Staff Employment Record
CC	Contract Only Staff Record
CL	Staff Summer Employment Separation Record
CP	Staff Missing Override Record
CU	Staff Course Record

### *District IRN Element*

Each staff record is submitted with a District IRN Element. Basically, this is the IRN of the reporting district/entity. Below is the definition and field number of the District IRN Element.

### *District IRN Element*

Record Field Number	XX040
Definition	The state assigned six-digit information retrieval number (IRN) for the district.

### *Valid Options*

Six-digit code                      Valid school district IRN

The District IRN Element is found on each of the seven staff records submitted to ODE. Although this element is not defined on each staff section of the Staff Record, the file layout does list this element on each staff record.

Generally, software packages will automatically populate this field based on the IRN of the reporting entity. If a different district IRN is required to be reported (in addition to the District IRN Element), there will be another field on the record named something other than District IRN Element. The additional field will be found with the rest of the record's elements. For example, the CJ Record contains an element called Contracting District IRN Element. This element is to be populated with a district IRN, but the definition of the Contracting District IRN Element is different from that of the District IRN Element. See the Contractor Staff Employment (CJ) Record for more information regarding the Contracting District IRN Element.

# **ODE EMIS MANUAL**

## **Section 3.2: Reporting Contracted Staff**



**Version 5.1**  
April 27, 2018

## REVISION HISTORY

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5.0	7/14/17	FY17	NA	No FY17 changes.
4.0	8/19/16	FY16	34514	Preschool open enrollment reporting changes.
4.0	8/19/16	FY16	31189	Preschool coding changes.
4.0	8/19/16	FY16		Added Coming Changes section.
3.0	11/10/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	11/10/15	FY14K	937	Replaced Assignment Area 999370 with 999270 where appropriate.
2.0	6/12/15	FY14K	1010	Removed references to unit funding.

## COMING CHANGES

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## 3.2 REPORTING CONTRACTED STAFF

### GOAL

In this section, we provide guidance on which entity is required to report student and staff data to EMIS in the case of contracted staff and ESC staff providing services to districts in order to **avoid duplicate reporting of student and staff data**. In addition, the Contract Only Staff (CC) Record (see EMIS Manual Section 3.6 for more detailed information on reporting the CC Record) simplifies reporting of contracts with non-EMIS reporting entities when data processing and reporting needs do not require individual staff information. The following chart shows the different types of contracted staff and the records to use to report the staff in EMIS.

Who reports what records?		An EMIS reporting entity contracts with...		
		Another EMIS Reporting Entity	A Non-EMIS Reporting Entity	An Individual
What position code describes the work being done? (see section 3.9)	101-199 201-299 304, 318, 320, 323, 325-328, 330-334 and 399 415 509, 510	Employing entity reports Staff Demo and Employment Record (CI & CK) and a Contractor Staff Employment Record (CJ) if required by categories and situations below	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of A	Contracting entity reports a Staff Demo and Employment Record (CI & CK) with a Position Status of I
	All others		Contracting entity reports a Contract Only Staff Record (CC) (see section 3.6)	Contracting Entity reports a Staff Demo and Employment record (CI & CK) with a Position Status of I. The contracting entity could use the Contract Only Staff Record (CC) in this situation, but since the CC record requires the federal tax ID and the federal tax ID for an individual is a social security number, we do not recommend use of the CC record in this situation. Reporting as indicated will ensure that the individual will have a state staff ID assigned in place of the social security number.

### WHO REPORTS—STUDENT AND STAFF DATA

- **Resident/educating district will be responsible for reporting student data.** They are responsible for ensuring that the student receives appropriate instruction/services and they are held accountable for the student’s performance
  - **Only exceptions** – when the ESC or other EMIS reporting entity provides preschool special education instruction or receives the early childhood program funds (formerly the state-funded public preschool grant)

- **ESC still required to report student data for funding purposes**
  - **Resident/educating district also reports student data if the student has a disability condition**
- ***The ESC or other EMIS reporting entity that employs the contracted staff member is responsible for reporting the staff data.*** They provide staff to perform support services to districts to assist them in reaching their accountability performance measures.

## CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

- The Contractor Staff Employment (CJ) Record
  - Allows ODE to link the contracted employee to the student from the resident/educating district when necessary without requiring duplicate staff reporting by the district, and
  - Allows the contractor to report an accurate FTE for the time spent serving students from each district.
- The Contractor Staff Employment (CJ) Record contains the following elements:
  - District IRN
  - Contracting District IRN
  - Employee ID
  - Local Contract Code
  - Position Code
  - Position FTE

The District IRN Element refers to the IRN of the entity completing the Contractor Staff Employment (CJ) Record (includes the ESC or another EMIS reporting entity, such as another district, a community school, etc.). The Contracting District IRN Element refers to the IRN of the resident/educating district that has contracted for the staff member.

- This record is required in addition to the regular Staff Demographic and Staff Employment (CK) Record that is required for all staff reported to EMIS
- The Contractor Staff Employment (CJ) Record should *only* be submitted for Situations described in Category #2 and Category #3 below
- Each contracted staff member should be reported by the Contractor (ESC or other EMIS reporting entity) with one Staff Demographic (CI) Record and one Staff Employment (CK) Record. If the contracted staff member is employed in one of the specified positions included in the examples, **at least one Contractor Staff Employment (CJ) Record** should be reported for the employee. If the contracted staff member works in multiple districts in one of the specified positions, a Contractor Staff Employment (CJ) Record should be reported for that employee in that position for each district they serve and should include the FTE for the time that the contracted staff member works with that particular district.

- **In the case of ESCs, the Contractor Staff Employment (CJ) Record should *only* be submitted in certain situations.** The varying agreements that ESCs have with the districts they serve, as well as the large number of ESC employees who are shared among all districts, have resulted in ODE identifying only particular ESC employees who should be reported with this record. All employees of the ESC need to be reported to EMIS by the ESC with a Staff Demographic (CI) and Staff Employment (CK) Record. **The situations when the ESC should report the Contractor Staff Employment (CJ) Record have been identified in Category #3, Situations A – L.**
- Reporting for contract career-technical and special education cooperative programs (Category #4) and reporting staff contracted from a non-EMIS reporting entity (Category #5) remain the same as in the past. No Contractor Staff Employment (CJ) Record is required in these situations.

## CATEGORIES OF CONTRACTED STAFF REPORTING AND CORRESPONDING SITUATIONS

- **Category #1 – ESCs Only – Contractor Staff Employment (CJ) Record *not* Allowed**
  - Educational Service Center (ESC) hires a certificated/licensed or classified staff member who provides administrative/supervisory and/or related services to all member districts. **Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment (CJ) Record for the employee are listed in Category #3, situations A through L.**
- **Category #2 – Contractor other than an ESC – Contractor Staff Employment (CJ) Record Required**
  - Resident/Educating district contracts with an EMIS reporting entity (OTHER THAN AN ESC) to hire a certificated/licensed or classified staff member to provide administrative/supervisory and/or related services in one or more districts.
- **Category #3 – Contractor (ESC or other EMIS reporting entity) – Contractor Staff Employment (CJ) Record Required**
  - **SITUATION A:** ESC (or other EMIS reporting entity) is awarded the gifted coordinator unit.
  - **SITUATION B:** Resident/Educating District contracts with an ESC or other EMIS reporting entity to hire a staff member who will provide services and the district will count this employee to meet their educational service personnel (ESP) ratio requirements.
  - **SITUATION C:** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide a staff member who teaches courses to students, including K-8 Art, Music and Physical Education teachers. **Please Note:** An example (Situation C.1) is provided to address the reporting requirements for the specific circumstance when a district contracts with the ESC to provide staff for a special education classroom that is located in another district and students from multiple districts attend this program and are also mainstreamed into regular classes in the district that houses the program.



- **SITUATION D:** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide instruction to students in an alternative school setting.
- **SITUATION E:** ESC serves students from resident/educating district(s) and ESC is awarded the gifted teacher unit.
- **SITUATION F:** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide preschool special education related services.
- **SITUATION G:** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide preschool special education instruction.
- **SITUATION H:** Resident/Educating district contracts with an ESC or other EMIS reporting entity for a teacher and is awarded the early childhood education funds (formerly the state-funded public preschool grant).
- **SITUATION I:** ESC or other EMIS reporting entity is awarded the early childhood education funds (formerly the state-funded public preschool grant).
- **SITUATION J:** Resident/Educating district contracts with an ESC or other EMIS reporting entity to provide an instructional paraprofessional (415) to work in a Title I building in the resident/educating district.
- **SITUATION K:** Virtual community school contracts with an ESC or other EMIS reporting entity (such as another virtual community school or another district) for staff members to serve as the teacher of record for their online courses.
- **SITUATION L:** Resident/Educating district contracts with an ESC to hire a staff member who will specifically serve their district in a role not identified in situations A through K and to provide a service not normally provided to several or all member districts.
- **Category #4: – Contract career-technical and special education cooperative programs – no Contractor Staff Employment (CJ) Record required**
  - Resident/Educating district contracts with another EMIS reporting entity to provide contract career-technical services or to participate in a special education cooperative program.
- **Category #5: – Resident/Educating district contracts with a non-EMIS reporting entity for certificated/licensed or classified staff member – Contractor Staff Employment (CJ) Record not required**

## EXAMPLES

**Table 1. Category #1 Situation**

<p><b>CATEGORY #1:</b>  <b>Educational Service Center (ESC) Hires a Certificated/Licensed or Classified Staff Member who Provides Administrative/Supervisory and/or Related Services to All Member Districts – Contractor Staff Employment Record NOT Allowed.</b></p> <p>Examples include, but are not limited to: Superintendent of the ESC (109), Treasurer (112), Supervisor/Manager (110), Special Education Supervisor/Manager (110, 999414), Coordinator(113),Director (115), ESC Supervisor (120), Director of Special Education (115, 999414), Audiologists (304), School Psychologists (318), Physical Therapists (325), Occupational Therapists (327), Speech and Language Therapists (326), Supplemental Service Teachers – Special Education (212), Teacher Aides (505), Library Aides (414), etc.</p> <p><b>Exceptions to these instructions that require the ESC to report at least one Contractor Staff Employment Record for the employee are addressed in Category #3, Situations A through L.</b></p>		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	<p>Normal Student Reporting</p> <p><i>Student Percent of Time</i> should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly</p>	NONE
<b>(Contractor) ESC</b>	NONE	<p><b>Staff Demographic and Staff Employment Record</b></p> <p>The <i>Contractor Staff Employment Record</i> is <b>NOT</b> allowed for these positions.</p>

**Table 2. Category #2 Situation**

<b>CATEGORY #2:</b>		
<b>Resident/Educating District Contracts with an EMIS Reporting Entity (OTHER THAN AN ESC) to Hire a Certificated/Licensed or Classified Staff Member to Provide Administrative/Supervisory and /or Related Services in One or More Districts – Contractor Staff Employment Record Required.</b>		
Examples include, but are not limited to: Superintendent of the ESC (109), Treasurer (112), Supervisor/Manager (110), Special Education Supervisor/Manager (110, 999414), Coordinator (113), Directors (115), ESC Supervisor (120), Director of Special Education (115, 999414), Audiologists (304), School Psychologists (318), Physical Therapists (325), Occupational Therapists (327), Speech and Language Therapists (326), Supplemental Service Teachers – Special Education (212), Teacher Aides (505), Library Aides (414), etc.		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal Student Reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives instruction or is provided services from the contracted employee in the case of positions that serve students directly	NONE
<b>Contractor (EMIS reporting entity other than an ESC)</b>	NONE	<i>Staff Demographic Record, Staff Employment Record and at least one Contractor Staff Employment Record</i>  If the individual serves multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that district on the record

**Table 3. Category #3, Situation A**

<b>CATEGORY #3, Situation A:</b>		
<b>ESC (or other EMIS Reporting Entity) is Awarded the Gifted Coordinator Unit (Does NOT Serve Students Directly) – Contractor Staff Employment Record Required.</b>		
Positions include: Gifted Coordinators (110, 113, or 115, and 999380)		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal Student Reporting	NONE
<b>Contractor (such as an ESC or other EMIS reporting entity) Awarded the Gifted Coordinator Unit</b>	NONE	<i>Staff Demographic, Staff Employment Record and at least one Contractor Staff Employment Record</i>  If the individual serves multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that district on the record

**Table 3. Category #3, Situation B**

<b>CATEGORY #3, Situation B:</b>		
<b>Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Hire a Staff Member who will Provide Services and the District Will Count this Employee to Meet their Educational Service Personnel (ESP) Ratio Requirements – Contractor Staff Employment Record Required.</b>		
Includes only the following positions: Counselors (202), Librarian/Media Specialists (203), Registered Nurses (320), Social Workers (323), Visiting Teachers (330)		
ESP teaching positions [Art Teacher (230, 999050), Physical Education Teacher (230, 999418), and Music Teacher (230, 999570)] are addressed in Category #3, Situation C		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal Student Reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives services from the contracted employee	NONE  <b>NOTE: Resident/Educating district is responsible for informing the contractor that this employee will be used to meet the district’s ESP ratio requirement in order to assure that the contractor reports at least one Contractor Staff Employment Record for the employee</b>
<b>Contractor (such as an ESC or other EMIS reporting entity)</b>	NONE	<b>Staff Demographic Record, Staff Employment Record and at least one Contractor Staff Employment Record</b>  If the individual serves multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district on the record

**Table 4. Category #3, Situation C**

<b>CATEGORY #3, Situation C:</b>		
<b>Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide a Teacher (position code 230) who Teaches Courses to Students, Including K-8 Art, Music, and Physical Education Teachers Used to Meet the District’s Educational Service Personnel (ESP) Ratio Requirement – Contractor Staff Employment Record Required.</b>		
ESP service positions [Counselors (202), Librarian/Media Specialists (203), Registered Nurses (320), Social Workers (323), Visiting Teachers (330)] are addressed in Category #3, Situation B		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	<p>Normal student reporting</p> <p><i>Student Percent of Time</i> should include the amount of time that the student receives instruction from the contracted employee</p>	<p><b>Course Master Record and Staff Course Record the following elements are required:</b></p> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student</li> </ul> <p><b>NOTE: Resident/Educating District is responsible for informing the contractor that this employee will be used to meet the district’s ESP ratio requirement in order to assure that the contractor reports at least one Contractor Staff Employment Record for the employee</b></p>
<b>Contractor (such as an ESC or other EMIS reporting entity)</b>	NONE	<p><b>Staff Demographic Record, Staff Employment Records, and at least ONE Contractor Staff Employment Record</b></p> <p>If the individual teaches courses to students from multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>

**Table 5. Category #3, Situation C.1**

<b>CATEGORY #3, Situation C.1: ADDITIONAL EXAMPLE FOR CATEGORY #3, SITUATION C</b>
<p><b>Resident/Educating District Contracts with an ESC and another EMIS Reporting Entity (in this case another school district) to teach courses to their students – Contractor Staff Employment Record Required</b></p> <p><b>Resident District (District A) contracts with an ESC for staff member to teach students enrolled in a special education classroom located in another District (District B). District A (or the ESC on behalf of District A) contracts with District B to allow students from District A to be mainstreamed into some classes taught by staff from District B</b></p>

<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident District (District A)</b>	<p>Normal student reporting</p> <p><i>Student Percent of Time</i> should include the amount of time that the student receives instruction from contracted employees at the ESC and District B</p>	<p><b>For courses taught by staff from District A:</b> If the student is instructed by any staff members from District A, a Staff Demographic, Staff Employment, Staff Course Record, and Course Master Record would be required</p> <p><b>For courses taught by ESC staff:</b> <i>Course Master Record and Staff Course Record the following elements are required:</i></p> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity (ESC)</li> <li>• Ohio Credential ID of the Contracted Staff Member from the ESC Providing Instruction to the Student</li> </ul> <p><b>For courses taught by staff from District B:</b> <i>Course Master and Staff Course Record the following elements are required:</i></p> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity (District B)</li> <li>• Ohio Credential ID of the Contracted Staff Member from District B Providing Instruction to the Student</li> </ul>
<b>Contractor - ESC</b>	NONE	<p><b><i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i></b></p> <p>If the individual teaches students from multiple districts in the special education classroom, a <b><i>Contractor Staff Employment Record</i></b> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>
<b>Contractor - (District B)</b>	NONE	<p><b><i>Staff Demographic and Staff Employment Records - include the time that the staff person educates students from District B and students from District A (and other districts if the staff person is teaching students mainstreamed from other districts) in the FTE on the Employment Record and at least ONE Contractor Staff Employment Record</i></b> with the FTE representing the time for students from District A. No <b><i>Contractor Staff Employment Record</i></b> should be reported for the time for students from District B.</p> <p>If the teacher teaches courses to students from multiple districts, a <b><i>Contractor Staff Employment Record</i></b> should be reported for each district served with the FTE assigned to that particular district reported on the record.</p>

**Table 6. Category #3, Situation D**

<b>CATEGORY #3, Situation D:</b>		
<b>Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide Instruction to Students in an Alternative School Setting - Contractor Staff Employment Record Required.</b>		
PLEASE NOTE: The resident district is not required to report a separate Student Course Record, Staff Course Record or Course Master Record for each subject taught in the Alternative Program/School unless the student is placed there <b>for more than two consecutive weeks</b> (if the placement is for less than two weeks, the student can continue to be reported by the resident district in the courses in which the student was originally enrolled at the resident district without reporting the Staff Provider IRN or the Employee ID of the staff member at the ESC or other EMIS reporting entity).		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal student reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives instruction from the contracted employee	<b>Course Master Record and Staff Course Record – the following elements are required:</b> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Teaching the Course to the Student</li> </ul>
<b>Contracting Entity (such as an ESC or other EMIS reporting entity)</b>	NONE	<b>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</b>  If the individual teaches courses to students from multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district reported on the record



**Table 7 Category 3, Situation E**

<b>CATEGORY #3, Situation E:</b>		
<b>ESC is Awarded the Gifted Teacher Unit and Serves Students from Resident/Educating District(s) – Contractor Staff Employment Record Required</b>		
Includes: Gifted Intervention Specialist (230, 999380)		
<b>Reporting Entity</b>	<b>Student Data</b>	<b>Staff Data</b>
<b>Resident/Educating District</b>	<p><i>If the student receives Gifted services from the Gifted Intervention Specialist (206XXX), report the following:</i></p> <p><i>Student Program Record - the following elements are required:</i></p> <ul style="list-style-type: none"> <li>• Program Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Providing the Service to the Student</li> </ul> <p><i>Student Percent of Time</i> should include the time that the student receives services from or is taught a course by the contracted employee</p>	<p><i>If the student is taught a gifted course by the Gifted Intervention Specialist (Student Population Element options “GA” or “GE” as reported on the Course Master (CN) Record), report the following:</i></p> <p><i>Course Master Record and the Staff Course Record - the following elements are required:</i></p> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student</li> </ul>
<b>ESC Awarded Gifted Teacher Unit</b>	NONE	<p><i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i></p> <p>If the individual teaches courses to students from multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>



**Table 8. Category #3, Situation F**

<b>CATEGORY #3, Situation F:</b>		
<b>Resident/Educating District Contracts with an ESC or other EMIS Reporting Entity for Staff for Preschool Special Education Related Services – Contractor Staff Employment Record Required</b>		
Positions include: Preschool Special Education (PSE) Audiologist (304, 999412), PSE Psychologist (318, 999412), PSE Physical Therapist (325, 999412), PSE Speech and Language Pathologist (326, 999412), PSE Occupational Therapist (325, 999412), PSE Orientation and Mobility Therapist (326, 999412), and PSE Adaptive Physical Education Therapist (333, 999412)		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal Student Reporting  <i>Student Percent of Time</i> should include the time that the student receives services from or is taught a course by the contracted employee	NONE
<b>Contractor (such as an ESC or other EMIS reporting entity)</b>	NONE	<b>Staff Demographic Record, Staff Employment Record and at least one Contractor Staff Employment Record</b> If the individual serves multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district on the record

**Table 9. Category #3, Situation G**

<b>CATEGORY #3, Situation G:</b>		
<b>Resident/Educating District Receives Preschool Special Education Funds and Contracts with an ESC or other EMIS Reporting Entity to Provide the Preschool Special Education Instruction - Contractor Staff Employment Record Required</b>		
<i>Preschool Special Education (PSE) Teacher positions include: PSE Center-Based Classroom Teacher (230, 999412) and PSE Itinerant Teacher (230, 999412).</i>		
If a district contracts with an ESC or other EMIS Reporting Entity to provide preschool special education instruction for resident students (meaning the staff member is employed at the ESC or other EMIS Reporting Entity), THEN the ESC or other EMIS Reporting Entity that hired the staff member providing the instruction reports the staff member (Staff Job, Demographic, and Contracted Staff Records) and the resident district does not report any staff information.		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Sending District</b>	<p>The resident district is only required to report student information (Student Demographic, Student Standing, Student Program, etc. Records) if the preschool student has a disability condition. If the preschool student with a disability condition is sent to an intermediate district (i.e., open-enrolled, foster-placed) and then goes to the ESC, then the sending district is also required to report student information. <i>It is optional for the resident/sending district to report preschool students without disability conditions.</i></p> <p>If the student is receiving Preschool Itinerant Services, the 220100 (Preschool Itinerant Services – Special Education) program code <b>should only be reported by the ESC or other EMIS reporting entity.</b></p>	<p>NONE</p> <p><b>NOTE: In this particular case, the resident/sending district does NOT report the Course Master Record and the Staff Course Record for those Preschool Special Education Students served in a Preschool Special Education Center-Based Classroom. This information will be reported by the ESC or other EMIS reporting entity providing the instruction.</b></p>
<b>ESC or other EMIS reporting entity Providing Preschool Special Education Instruction</b>	<p>ESC or other EMIS Reporting Entity must report all student information, including the Student Course Record. <b>If the student is receiving Preschool Itinerant Services, the ESC or other EMIS reporting entity must report the 220100 PSE Itinerant Services program code.</b></p> <p>When reporting the 220100 PSE Itinerant Services program code, <b>the following element is required:</b> Employee ID of the ESC (or other EMIS Reporting Entity) Staff Member Providing the Service to the Student</p>	<p><b>Staff Demographic, Staff Employment, Course Master Record, Staff Course Record, and at least ONE Contractor Staff Employment Record</b></p> <p>If the individual teaches courses to students from multiple districts, a <b>Contractor Staff Employment Record</b> should be reported for each district served with the FTE assigned to that particular district reported on the record</p>

**Table 10. Category #3, Situation H**

<b>CATEGORY #3, Situation H:</b>		
<b>Resident/Educating District is Awarded the Early Childhood Education funds (formerly the State-Funded Public Preschool Grant) and Contracts with an ESC or other EMIS Reporting Entity for the Teacher - Contractor Staff Employment Record Required</b>		
Position: Early Childhood Program Teacher (230, 999270)		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District Awarded the Early Childhood Education Funds (formerly the State-Funded Public Preschool Grant)</b>	Normal student reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives instruction from the contracted employee.	<b><i>Course Master Record and Staff Course Record – the following elements are required:</i></b> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Teaching the Course to the Student</li> </ul>
<b>Contractor (such as an ESC or other EMIS reporting entity)</b>	NONE	<b><i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i></b>  If the individual teaches courses to students from multiple districts, a <b><i>Contractor Staff Employment Record</i></b> should be reported for each district served with the FTE assigned to that particular district reported on the record.

**Table 11. Category #3, Situation I**

<b>CATEGORY #3, Situation I:</b>		
<b>ESC or Other EMIS Reporting Entity is Awarded the Early Childhood Program Grant (formerly the State-Funded Public Preschool Program) – Contractor Staff Employment Record Required.</b>		
Position: Early Childhood Program Teacher (230, 999270)		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Sending District</b>	The resident district is only required to report student information (Student Demographic, Student Standing, Student Program, etc. Records) if the preschool student has a disability condition. If the preschool student with a disability condition is sent to an intermediate district (i.e., open-enrolled, foster-placed) and then goes to the ESC, then the sending district is also required to report student information. <i>It is optional for the resident/sending district to report preschool students without disability conditions.</i>	NONE
<b>ESC or Other EMIS Reporting Entity Awarded the Early Childhood Grant Funds (Formerly the State-Funded Public Preschool Grant)</b>	ESC or other EMIS Reporting Entity must report all student information, including the Student Course Record.	<i>Staff Demographic, Staff Employment, Course Master, and Staff Course Records and at least ONE Contractor Staff Employment Record</i>  If the individual teaches courses to students from multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that particular district reported on the record

**Table 12. Category #3, Situation J**

<b>CATEGORY #3, Situation J:</b>		
<b>Resident/Educating District Contracts with an ESC or Other EMIS Reporting Entity to Provide an Instructional Paraprofessional (415) to work in a Title I Building in the Resident/Educating District – Contractor Staff Employment Record Required.</b>		
Includes: Instructional Paraprofessional in Title I Building (415, 999140)		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal student reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives instruction from the contracted employee	NONE
<b>Contractor (such as an ESC or other EMIS reporting entity)</b>	NONE	<i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i>  If the individual assists students from multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that particular district reported on the record

**Table 13. Category #3, Situation K**

<b>CATEGORY #3, Situation K:</b>		
<b>Virtual Community School Contracts with an ESC or Other EMIS Reporting Entity (such as another virtual community school or another district) for Teachers (position code 230) to Serve as the Teacher of Record for Their Online Courses – Contractor Staff Employment Record Required.</b>		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Virtual Community School</b>	Normal student reporting  <i>Student Percent of Time</i> should include the amount of time that the student receives instruction from the contracted employee	<i>Course Master Record and Staff Course Record - the following elements are required:</i> <ul style="list-style-type: none"> <li>• Staff Provider IRN of the Contracting Entity</li> <li>• Ohio Credential ID of the Contracted Staff Member Providing Instruction to the Student</li> </ul>
<b>Contractor (ESC, Virtual Community School, District or Other EMIS Reporting Entity Providing Contracted Staff Member)</b>	NONE	<i>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</i>  If the individual serves as the teacher of record to students from multiple districts, a <i>Contractor Staff Employment Record</i> should be reported for each district served with the FTE assigned to that particular district reported on the record

**Table 14. Category #3, Situation L**

<b>CATEGORY #3, Situation L:</b>		
<b>Resident/Educating District Contracts with an ESC to Hire a Staff Member who will Specifically Serve Their District in a Role Other than those identified in Situations A through K and to provide a service not normally provided to several or all member districts.</b>		
Examples include: Superintendent (109), Assistant Superintendent (103), Principal (108), Assistant Principal (104), Community School Administrator (116), Coordinator (113), etc.		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	Normal student reporting	NONE
<b>ESC (Contractor)</b>	NONE	<b>Staff Demographic and Staff Employment Records and at least ONE Contractor Staff Employment Record</b>

**Table 15. Category #4**

<b>CATEGORY #4:</b>		
<b>Resident/Educating District Contracts with another EMIS Reporting Entity to Provide Contract Career-Technical Services or to participate in a Special Education Cooperative Program – Contractor Staff Employment Record NOT Required.</b>		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	All student data is reported and student program and course information is reported only for the students which are instructed by staff from the resident/educating district  <i>Student Percent of Time</i> should <b>NOT</b> include the amount of time that the student receives instruction from the contracted employee from the contractor – only time spent in instruction in the resident/educating district should be included	<b>Staff Demographic, Staff Employment Record, Staff Course and Course Master Records</b>  Data is only reported for staff and courses taught by staff from <b>the resident/educating district that instructs the student</b>
<b>Contractor (EMIS reporting entity)</b>	All student data is reported and student program and course information is reported only for the students that are instructed by staff from the Contracted entity.  <i>Student Percent of Time</i> should <b>NOT</b> include the amount of time that the student receives instruction from the staff from the resident/educating district – only time spent in instruction by the contractor should be included	<b>Staff Demographic Record, Staff Employment Record, Staff Course Record, and Course Master Record</b>  The <b>Contractor Staff Employment Record</b> is <b>NOT</b> required  Data is only reported for staff and courses taught by staff from the contractor that provides instruction to the student

**Table 16. Category #5**

<b>CATEGORY #5:</b>		
<b>Resident/Educating District Contracts with a Non-EMIS Reporting Entity to Provide a Certified/Licensed or Classified Staff Member – Contractor Staff Employment Record NOT Required.</b>		
This situation includes district reporting for students with disability conditions placed by the district in a non-public or private school as the most appropriate placement for the student according to his/her IEP and districts who contract with an agency or an individual to provide auxiliary services to the nonpublic schools located within their boundaries		
<i>Reporting Entity</i>	<i>Student Data</i>	<i>Staff Data</i>
<b>Resident/Educating District</b>	<p>Normal Student Reporting</p> <p><i>Sent to Percent of Time or Student Percent of Time</i> should include the amount of time that the student receives instruction/services from the Contracted employee from the contractor</p>	<p><i>Staff Demographic Record, Staff Employment Record, Staff Course Record, and Course Master Record</i></p> <p>On the <i>Staff Employment Record</i>, report one of the following Position Statuses for the contracted employee:</p> <ul style="list-style-type: none"> <li>• A = Contracted Personnel – Agency</li> <li>• I = Contracted Personnel-Individual</li> </ul> <p>The <i>Contractor Staff Employment Record</i> is NOT required</p>
<b>Contractor (non-EMIS reporting entity)</b>	NONE – Does not report to EMIS	NONE – Does not report to EMIS

# **ODE EMIS MANUAL**

## **Section 3.3: Staff Demographic (CI) Record**



**Version 5.2**  
June 28, 2018



## 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
<del>5.2</del>	<del>6/28/18</del>	<del>FY18</del>	<del>53120</del>	<del>Added Principal Experience Years Element.</del>
<del>5.1</del>	<del>4/27/18</del>	<del>FY18</del>	<del>NA</del>	<del>Posted for FY18.</del>
5.0	7/14/17	FY17	NA	No FY17 changes.
4.0	6/13/16	FY16		Added Coming Changes section.
3.0	11/10/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	3/7/13	E-Transcript (E)	922	Revised required reporting period table to include E-transcript.
2.0	3/7/13	Student Record Exchange (X)	921	Revised required reporting period table to include Student Record Exchange and added to file layout.

## 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 FY17 EMIS changes known to impact the Staff Demographic (CI) Record.~~

~~The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.~~

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## 3.3 STAFF DEMOGRAPHIC (CI) RECORD

### *Required Collection Requests*

The Staff Demographic (CI) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L	E-Trans (E)	Student Record Exchange (X)
CI150	Absence Days Element		√		
CI155	Absence Days/Long-term Illness Element		√		
CI140	Attendance Days Element		√		
CI200	Authorized Teaching Experience Years Element	√	√		
CI070	Date of Birth Element	√	√		
CI225	Early Childhood Education Qualification Element	√	√		
CI100	Education Level Element	√	√		
CI290	First Name	√	√	√	√
CI090	Gender Element	√	√		
CI310	Last Name	√	√	√	√
CI300	Middle Name	√	√	√	√
CI280	Prefix Name	√	√	√	√
<u>CI330</u>	<u>Principal Experience Years</u>	√	√		
CI080	Racial/Ethnic Group Element	√	√		
CI110	Semester Hours Element	√	√		
CI270	State Staff ID Element	√	√		
CI320	Suffix Name	√	√	√	√
CI210	Total Experience Years Element	√	√		

### *General Guidelines*

The EMIS reporting entity that employs the staff member is responsible for reporting one Staff Demographic (CI) Record for each staff member. In most circumstances the Staff Demographic (CI) Record is not required to be reported by the resident/educating district for the contracted staff member who provides services or teaches a course. See Section 3.5 Contractor Staff Employment (CJ) Record for more information about reporting contracted staff.

When reporting the Absence Days Element, Absence Days/Long Term Illness Element, and the Attendance Days Element, a day is defined as the period of time the staff member normally spends at his/her work site(s) during a 24-hour period. This may vary from staff member to staff member.

When reporting a long term illness, report the days absent in both the Absence Days Element and also the Absence Days – Long Term Illness Element.

### *Staff Demographic Data Elements*

The following portion of this section discusses each of the data elements within the Staff Demographic (CI) Record. The elements are organized alphabetically.

**☀ Absence Days Element**

Record Field Number	CI150
Definition	Total number of days the staff member was absent during the period from July 1 through June 30 due to all causes except professional meetings, vacations, or holidays.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff/Course (L) Collection. It is not required for a staff member reported with the options 800-899 in the Position Code Element.

Maintain absence according to district policy, but when reporting for the Final Staff/Course (L) Collection, round partial absences to the nearest tenth. Include absences that are covered by sick leave, personal leave, or other forms of leave.

Do not count a staff member as absent prior to the effective date of his/her contract. Do not include days a staff member who has resigned or has been dismissed from and/or after the effective date of such resignation or dismissal.

**☀ Absence Days – Long Term Illness Element**

Record Field Number	CI155
Definition	At least 15 consecutive days absent due to an illness of the staff member, his/her spouse, child or parent.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** A long-term illness must be 15 consecutive work days or more, regardless of whether or not the staff member is paid (or unpaid) during his/her absence.

“Long term illness” includes an illness of the staff member, his/her spouse, child or parent, in accordance with the federal Family and Medical Leave Act of 1993 (Public Law 103-3, enacted February 5, 1993). There is no minimum for a workday. Staff members work different hours per day. This element also applies to both full-time and part-time employees. Therefore, an individual who works part time and is absent for 15 or more consecutive work days is to be reported in this element. Long-term illness does not count against the staff attendance rate.

Absence days that are reported in the Absence Days – Long Term Illness Element must also be reported in the Absence Days Element. For instance, if a staff member is absent for 20 consecutive days, 20 days would be included in both the Absence Days Element and the Absence Days – Long Term Illness Element.

**☀ Attendance Days Element**

Record Field Number	CI140
Definition	Total number of days the staff member was in attendance during the period from July 1 through June 30.

**Valid Options**

000.0 – 999.9

**Reporting Instructions.** This element is only reported during the Final Staff/Course (L) Collection. It is not required for a staff member reported with the options 800-899 in the Position Code Element.

Maintain attendance according to district policy, but when reporting for the Final Staff/Course (L) Collection, round partial attendance to the nearest tenth. Include attendance at professional meetings approved by the district. This includes parent-teacher conference days.

Do not count vacation days or holidays. Do not count staff as in attendance prior to the actual starting date of their contract. Do not include days for staff members who have resigned or been dismissed from and after the effective date of such resignation or dismissal.

 **Authorized Teaching Experience Years Element**

Record Field Number	CI200
Definition	Total years of authorized teaching experience.

**Valid Options**

00 – 99

**Reporting Instructions.** This element is reported only for certified/licensed employees. It is extremely important to update this element each year. In some cases this element is used for funding purposes. It is also used to determine eligibility for the National Board Certification exam.

Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the Total Experience Years Element.

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the following year’s reporting. For example, a new teacher would have “0” authorized teaching experience years in both the Initial and Final Staff/Course (L) Collections of the current school year; this number would be updated to “1” during the following year’s reporting. The number of authorized teaching experience years reported for an employee should be the same in both Staff/Course (L) Collections of the current school year.

**General criteria for determining authorized teaching years of experience.** One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed as a regular or substitute teacher, in elementary or secondary instruction (ORC §3317.13).

**Required criteria for determining authorized teaching years of experience.**

- Teaching service by a teacher certified pursuant to ORC §3319.22 performed in one or more of the following educational institutions operated by the state, or in a subdivision or other local governmental unit of the state: a chartered school, an institution that subsequently became chartered, a chartered special education program, or a special education program that subsequently became chartered.

- Teaching service performed in any other elementary and/or secondary public school district in Ohio in compliance with ORC §§3317.13 and 3317.14.
- Active military service in the armed forces of the United States, as defined in ORC §3307.75.2, to a maximum credit of five years. A partial year of active military service of eight continuous months or more should be credited as a full year.
- Teaching service by a teacher certified pursuant to ORC §3319.22, performed in a chartered, nonpublic school located in Ohio.
- Teaching service performed in the reporting school district.

***Optional criteria for determining authorized teaching years of experience.***

- Teaching service performed in elementary and/or secondary public school districts in states other than Ohio.
- Teaching service in an overseas dependent school operated by one of the armed forces of the United States or in an elementary or secondary school operated by a state agency, approved by the State Board of Education.

 ***Date of Birth Element***

Record Field Number	CI070
Definition	The date the staff member was born.

***Valid Options***

YYYYMMDD                      Year, Month, Day

 ***Early Childhood Education Qualification Element***

Record Field Number	CI225
Definition	Identifies how the teacher instructing an Early Childhood Education Entitlement program meets the requirements specified under 3301-37-04 (J) or 3301.311.

***Valid Options***

- \* Not applicable
- 1 Associate’s in Early Childhood Education, Child Development, or Approved Related Field
- 2 Bachelor’s in Early Childhood Education, Child Development, or Approved Related Field
- 3 Enrolled in an Associate’s Degree program in Early Childhood Education, Child Development, or Approved Related Field
- 4 Enrolled in a Bachelor’s Degree program in Early Childhood Education, Child Development or Approved Related Field
- 5 Enrolled in a Master’s or higher Degree program in Early Childhood Education, Child Development or Approved Related Field
- 6 Master’s or higher in Early Childhood Education, Child Development, or Approved Related Field

**Reporting Instructions.** This element is required to be reported for Early Childhood Education teachers who have a degree but not a certificate or license. See ODE’s Office of Early Learning and School Readiness Teacher Credentials Policy for complete list of approved related fields.

 **Education Level Element**

Record Field Number	CI100
Definition	The highest level of education achieved.

**Valid Options**

- 0 Non-degree
- 1 Associate
- 2 Bachelors
- 3 Masters
- 4 Education Specialist
- 5 Doctorate
- 6 Other
- 7 Less than High School Diploma
- 8 High School Diploma
- 9 GED Diploma

 **Employee ID Element**

Record Field Number	CI050
Definition	Unique code assigned to the staff member.

**Valid Options**

Valid nine-character code

**Reporting Instructions.** When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of “999999999” is not allowed in this element on this record type. The district can use the staff member’s credential ID, Z ID, or a local value determined by the district as long as the same value is used for each staff member across all record types.

 **First Name Element**

Record Field Number	CI290
Definition	Legal first name of the individual being reported.

**Valid Options**

Valid 45 characters

 **Gender Element**

Record Field Number	CI090
Definition	The gender of the individual being reported.

**Valid Options**

- M Male
- F Female

**Last Name Element**

Record Field Number	CI310
Definition	Legal last name or surname of the individual being reported.

**Valid Options**

Valid 45 characters

**Middle Name Element**

Record Field Number	CI300
Definition	Legal middle name of the individual being reported.

**Valid Options**

Valid 30 characters

**Reporting Instructions.** The district can report either the individual’s middle initial or middle name.

**Prefix Name Element**

Record Field Number	CI280
Definition	A title placed before the individual’s name being reported.

**Valid Options**

Valid 6 characters

**Reporting Instructions.** This element is optional for the district to report.

**Principal Experience Years Element**

<u>Record Field Number</u>	<u>CI330</u>
<u>Definition</u>	<u>Indicates the total number of years of certificated/licensed educational service as a school leader, serving as a principal or assistant principal, or with the duties and responsibilities typical of those two positions, in Ohio or in other states, in the following types of organizations: public schools, including vocational schools, state supported schools, STEM schools, community schools, and ODE-licensed preschools, and in chartered, nonpublic schools, such as independent private schools, or parochial schools.</u>

**Valid Options**

- 00 Default Value
- 00-99

**Reporting Instructions.** If fewer than 10 years, report a leading zero.



**Suffix Name Element**

Record Field Number	CI320
Definition	Affix after a person’s full name, providing additional information about the individual being reported.

**Valid Options**

Valid 6 characters

**Reporting Instructions.** This element is optional to report. If a district would affix descriptors such as Jr. or III to a last name, it should be reported in this element.

**State Staff ID Element**

Record Field Number	CI270
Definition	A unique statewide ID used to match a staff member’s data to EMIS data from previous collections and to the state certification and licensure database.

**Valid Options**

A 2 letter, 7 number string: XX9999999

**Reporting Instructions.** For all staff reported in EMIS, this number is determined as follows:

- For any staff member (regardless of position) ever issued a credential by ODE, the State Staff ID will be the ID number/PIN found on a certificate, license, permit, or other credential issued by the ODE Office of Educator Licensure, or
- For any staff member that has never been issued a credential by ODE, the State Staff ID will be a unique ID assigned by the EMIS reporting entity that follows the ODE required format below.

A State Staff ID assigned by an EMIS reporting entity (often called a “Z ID”) must meet the following criteria:

- The first character of the ID must be “Z”.
- The second, third, and fourth characters must match the State Staff ID Prefix for the reporting entity, as assigned by ODE and published in the EMIS section of the ODE web site. The second position will be a letter, and the third and fourth positions will be numbers.
- The final five characters are a number from 00001 to 99999 that the district will assign to a specific staff member. This number will remain unchanged for this staff member in this district, and cannot be re-used for another staff member if the original assignee leaves the EMIS reporting entity.

Note that the Z ID is district-dependent. The Z ID of a particular individual will change if they change employment from one district to another. A staff member with an ODE credential will provide their State Staff ID to the district, and/or the district will look up the ID using the CORE Educator Profile application via the ODE web site. A staff member without an ODE credential will have a Z ID assigned by the district, and this ID will not have relevance for any context outside of data reporting to ODE.

**☀ Racial/Ethnic Group Element**

Record Field Number	CI080
Definition	The racial/ethnic group of the individual being reported.

**Valid Options**

- W White, Non-Hispanic**  
People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B Black or African American (Non-Hispanic)**  
Persons having origins in any of the black racial groups in Africa.
- H Hispanic/Latino**  
Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- A Asian**  
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- I American Indian or Alaska Native**  
Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- P Native Hawaiian or Other Pacific Islander**  
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- M Multiracial**  
Persons having origins in two or more of the above options.
- N Not Specified**

**☀ Semester Hours Element**

Record Field Number	CI110
Definition	The total number of semester hours of recognized college training.

**Valid Options**

000 – 999

**Reporting Instructions.** The term “recognized college” is defined as any institution from which credit is accepted for certification by the Ohio Department of Education, Center for the Teaching Profession. Fractions should be rounded to the nearest whole number.

Report the total number of semester hours achieved by the staff member. The total includes the number of semester hours earned with a college degree plus any semester hours taken with no degree yet earned.

**Example 1. Reporting Semester Hours**

If a teacher earned 121 semester hours with a BA degree, and has taken an additional 22 semester hours, then report 143 in the Semester Hours Element (121+22=143).

To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3 and round to the nearest whole number.

 **Total Experience Years Element**

Record Field Number	CI210
Definition	Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or non-public educational institutions (including the Peace Corps).

**Valid Options**

00 – 99

**Reporting Instructions.** This element is reported only for certified/licensed employees. Include active military service years up to the maximum allowable five years.

**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 Demographic (CI) Record, the following field must be unique.

Required Fields	Number
Employee ID	CI050

### 3.3 STAFF DEMOGRAPHIC (CI) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CI010	9-10	Sort Type	PIC X(2)
		Always "CI"	
	11	Filler	PIC X
CI020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CI030	16	Data Sets	PIC X
		L – Staff/Course E – E-Transcript X – Student Record Exchange	
CI040	17-22	District IRN	PIC X(6)
CI050	23-31	Employee ID	PIC X(9)
	32-73	Filler	PIC X(42)
	74-82	Filler	PIC X(9)
CI070	83-90	Date of Birth CCYYMMDD	PIC 9(8)
CI080	91	Racial/Ethnic Group	PIC X
CI090	92	Gender	PIC X
CI100	93	Education Level	PIC X
CI110	94-96	Semester Hours	PIC 9(3)
CI225	97	Early Childhood Education Qualification	PIC X
	98	Filler	PIC X
CI140	99-102	Attendance Days	PIC 999V9
CI150	103-106	Absence Days	PIC 999V9
CI155	107-110	Absence Days – Long Term Illness	PIC 999V9
	111-114	Filler	PIC X(4)
CI200	115-116	Authorized Teaching Experience Years	PIC 9(2)
CI210	117-118	Total Experience Years in Education	PIC 9(2)
CI270	119-127	State Staff ID (Format PIC as 'XX999999')	PIC X(9)
CI280	128-133	Prefix Name	PIC X(6)
CI290	134-178	First Name	PIC X(45)
CI300	179-208	Middle Name	PIC X(30)
CI310	209-253	Last Name	PIC X(45)
CI320	254-259	Suffix Name	PIC X(6)
<u>CI330</u>	<u>260-261</u>	<u>Principal Experience Years</u>	<u>PIC 9(2)</u>

# **ODE EMIS MANUAL**

## **Section 3.4: Staff Employment (CK) Record**



**Version 6.0**  
May 2, 2018

## 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>6.0</u>	<u>5/2/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
5.0	6/16/17	FY17	43637	Added reporting instructions for Position Code 910 School Resource Officer.
4.0	8/17/16	FY15		Removed Fund Source option Z.
4.0	8/17/16	FY16		Added Coming Changes section.
3.0	11/12/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	6/10/15	FY14K	937	Added assignment area 999270; modified assignment area 999370.
2.0	6/10/15	FY14K	1010	Removed references to unit funding.

## 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.

The EMIS Manual is a living document, and this fiscal year’s version will be updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the most recently posted Agenda for the Ohio EMIS Software Vendor Conference Calls at <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/Vendor-Conference-Calls>.~~At this time, there are no additional FY17 EMIS changes known to impact the Staff Employment (CK) Record.~~

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### 3.4 STAFF EMPLOYMENT (CK) RECORD

**Required Collection Requests**

The Staff Employment (CK) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Element	Initial L	Final L
CK220	Assignment Area Element	√	√
CK090	Building IRN Element	√	√
CK050	Employee ID Element	√	√
CK210	Extended Service Element	√	√
CK260	Grade Levels Assigned\Low Element	√	√
CK270	Grade Levels Assigned\High Element	√	√
CK280	High Quality Professional Development Question Element		√
CK160	Length of Work Day Element	√	√
CK250	Local Contract Code Element	√	√
CK190	Pay Amount/Rate Element	√	√
CK180	Pay Type Element	√	√
CK060	Position Code Element	√	√
CK100	Position FTE Element	√	√
CK130	Position Fund Source Elements	√	√
CK120	Position Fund Source Percent Element	√	√
CK300	Position Separation Date Element	√	√
CK230	Position Separation Reason Element	√	√
CK080	Position Start Date Element	√	√
CK070	Position Status Element	√	√
CK140	Position Type Element	√	√
CK290	Qualified Paraprofessional Element	√	√
CK170	Scheduled Work Days Element	√	√
CK310	Special Education FTE Element	√	√
CK150	Type of Appointment Element	√	√

**General Guidelines**

The EMIS reporting entity that employs the staff member is responsible for reporting at least one Staff Employment (CK) Record for each staff member.

In most circumstances, the Staff Employment (CK) Record is not required to be reported by the resident/educating district for a contracted staff member providing services or teaching a course. Contracted staff members are not employees of the district; however, they are providing services to the district under a contractual arrangement with the district. See Section 3.5 Contractor Staff Employment (CJ) Record for more information about reporting contracted staff.

A staff member with more than one position (such as someone who teaches and also serves in an administrative position) or a staff member with a supplemental contract (i.e., coaching, class advisor, club advisor, etc.) different from his/her regular position(s) is reported with a separate Staff Employment (CK) Record for each position. If a staff member has multiple coaching or advisor assignments, then each position is reported on a separate Staff Employment (CK) Record. In addition, a separate Staff Employment



(CK) Record is reported when a teacher has multiple teaching positions (e.g., 230 with 999370 or 999414).

Supplemental positions are required to be reported. This includes individuals whose only position in the district is supplemental. Staff employment data for supplemental positions are to reflect the specific supplemental position. Estimates may have to be made in some areas.

**Example 1.**

**Supplemental Positions**

A regular teacher functions two periods per day as a teacher. He/she also has a supplemental contract for an assistant athletic director position, which has traditionally been a separate job.

One Staff Employment (CK) Record is to be reported for his/her regular teacher position and one Staff Employment (CK) Record is to be reported for the supplemental position. Report two positions for this staff member: one on each Staff Employment (CK) Record. The Position FTE Element is to be reported accordingly for each position on each Record. See the Position FTE Element for further instructions about reporting FTE.

**Educational Service Personnel (ESP).** ESP includes art, music, and physical education (PE) courses taught in grades K-8. Based upon the ESP staff/pupil ratio, if a district determines that a certain elementary art, music, or PE teacher will be included in the total ESP staff required to comply with this ratio, the teacher should:

- be assigned to teach only K-8 music, art, or PE for the FTE reported on the Staff Employment (CK) Record, and
- hold the special teaching certificate or multi-age license in the subject to which they are assigned (for more information on these credentialing requirements, refer to the on-line certification and licensure search on the EMIS portion of the ODE website), and
- be a regular employee of the district (reported with an “R” in the Position Type Element).

If a teacher is hired to meet the ESP ratio requirement and meets the criteria listed above, then report the teacher with a 230 in the Position Code Element and one of the following assignment areas in the Assignment Area Element, indicating the subjects he/she teaches:

- 999050      Art Education K-8
- 999570      Music Education K-8
- 999418      Physical Education K-8

As per the Operating Standards for Ohio Schools, each district is required to employ five full-time equivalent educational service personnel district-wide for each 1,000 students in the regular student population. Therefore, Educational Service Personnel Teachers must be reported with position code 230 and the appropriate assignment area (999050 Art Education K-8, 999570 Music Education K-8, and 999418 Physical Education K-8) so that districts can determine whether the ESP staff/pupil ratio requirements have been met.

If a teacher with an elementary certificate will be assigned to teach K-8 art, music, or physical education, and he/she does not have the special teaching certificate or multi-age license in the specific subject (art, music, or physical education), AND the district already has sufficient staff FTE with appropriate credentials to meet the ESP staff/pupil ratio requirements, then the district reports this individual as a regular teacher with option “230” in the Position Code Element and assignment area 999370 General Education.

**Reporting Teachers.** All teachers are to be reported with position code 230. This position code must always be reported with an assignment area, as shown in the table below.

**Table 1. Teacher Assignment Area Mapping**

Position Code	Assignment Area
230 Teacher	999270 Preschool General Education
	999370 General Education K-12
230 Teacher	999414 Special Education
	999380 Gifted and Talented
	999412 Preschool Special Education
230 Teacher	999800 Career-Technical Programs/Career Pathways
230 Teacher	999050 Art Education K-8
	999570 Music Education K-8
	999418 Physical Education K-8

**Note.** Assignment areas 999050, 999570, and 999418 are only to be reported for K-8 ESP personnel. See the section on Educational Service Personnel (ESP) for further reporting instructions for these teachers. High school teachers teaching art, music, and physical education should be reported with assignment area 999370.

**Reporting Assignment Areas.** Only one assignment area can be reported on each job record. Though an assignment area may be reported for any position code, certain position codes *require* an assignment area. In other instances, an assignment area is required only in certain situations (see, for instance, the section below on staff reporting for gifted education).

- An assignment area *must always be reported* with the following position code.
  - 230 Teacher (999050, 999270, 999365, 999370, 999380, 999412, 999414, 999418, 999570, or 999800 only)
- An assignment area is required for the following position codes only in certain situations.
  - 108 Principal, assignment area *required* when individual is also teaching a class (the principal must have proper certification to teach the class)
  - 109 Superintendent, assignment area *required* when individual is also teaching a class (the superintendent must have proper certification to teach the class)
  - 110 Supervisor/Manager, assignment area *required* for gifted and talented, maintenance/construction/grounds, for transportation services, and food services
  - 113 Coordinator, area assignment *required* for gifted and talented, career-technical education-apprenticeship program, vocational special education coordinator services, and career assessment specialist services.
  - 115 Director, assignment area *required* for gifted and talented

- 318 Psychologist, assignment area *required* for preschool special education
- 325 Physical Therapist, assignment area *required* for preschool special education
- 326 Speech and Language Therapist, assignment area *required* for preschool special education
- 327 Occupational Therapist, assignment area *required* for preschool special education
- 328 Mobility Therapist, assignment area *required* for preschool special education
- 333 Adapted Physical Education Therapist, assignment area *required* for preschool special education
- 415 Instructional Paraprofessional, assignment area *required* for Title I programs

**Reporting Teachers and Building Managers Assigned to Multiple Buildings.** A district has the following two choices when reporting a Staff Employment (CK) Record for a teacher instructing at several buildings or a Building Manager (Position Code 121).

**1. Report One Staff Employment (CK) Record**

The district may report one Staff Employment (CK) Record for the staff member. Report the district IRN in the Building IRN Element, and report all other employment elements to reflect the position.

**2. Report Multiple Staff Employment Records**

The district may report multiple Staff Employment. In this reporting method, each record is reported with a different building IRN in the Building IRN Element. This reflects the buildings where he/she is assigned.

When the teacher or Building Manager has the same position in multiple buildings within the district, the Local Contract Code Element is required to be unique on each Staff Employment (CK) Record. In this case the Position FTE Element represents the proportion of time spent in that building, as related to the total FTE for the position. The Scheduled Work Days Element should be the same for each employment record. If the Pay Type Element is annual, the Pay Amount/Rate Element represents the Position FTE Element times the Total Annual Salary Element for the position. If the Pay Type Element is an hourly rate, the Pay Amount/Rate Element is to be reported the same for each Staff Employment (CK) Record.

**Example 1.**

**Reporting Multiple Employment Records – Teacher in Several Buildings**  
 A teacher instructs in two separate buildings, spending 60% of his/her time at one building and the remainder in another building. He/she has a salary of \$50,000. Two Staff Employment Records are submitted. The Position Code Element is the same on both. The Local Contract Code Element is required to be unique on each record. The Position FTE Element and Pay Amount/Rate Element are split 60/40 and \$30,000/\$20,000, respectively.

**Reporting Staff with Non-Teaching Assignments.** A staff member not in a teaching or Building Manager assignment who has district-wide responsibilities or is assigned to multiple buildings is reported with one Staff Employment (CK) Record per position. For example, a staff member with a position code of “328” (Mobility Specialist) may be assigned to several buildings within the district. Report only one Staff Employment (CK) Record for this staff member with a “328” reported in the Position Code Ele-

ment. In this case, the Building IRN Element may be either the IRN of the district or the IRN of a specific building where he/she is assigned for payroll or other purposes.

**Reporting School Resource Officers.** Reporting of Position Code 910 School Resource Officer is optional. Any EMIS-reporting entity may report this Position Code when applicable. The position can be reported on a CK, CC, or CJ Record. This position can be full- or part-time, and the FTE must be included with any 910 position being reported. If the EMIS-reporting entity does not directly employ the School Resource Officer(s), then report with a salary of \$1.

**Staff Employment Data Elements.** The following portion of this section discusses each of the data elements within the Staff Employment (CK) Record. The elements are organized alphabetically.

 **Assignment Area Element**

Record Field Number	CK220
Definition	The six digit code that more completely defines the position.

**Valid Options**

- 000000**      **No assignment area applies**
- 999050**      **Art Education K-8**  
Education comprised of the organized body of subject matter or related courses involving primarily visual, tactile, and kinesthetic expression. Included in instruction are the two-dimensional forms such as drawing, painting, or printmaking; the three-dimensional forms such as sculpture or pottery; other spatial concepts such as architecture and design for the performing arts; and the history and theory of art. Emphasis is placed upon the aesthetic and creative factors of visual forms.
- 999140**      **Title I Programs**  
An assignment area which provides instructional programs to meet the special needs of educationally deprived children, including disadvantaged youth; migrant children; handicapped, orphaned, and neglected and delinquent children.
- 999270**      **Preschool General Education**  
An assignment to a qualified staff member to instruct preschool pupils.
- 999350**      **Food Services**  
An assignment area that performs the activities concerned with providing food to students and staff in a school district. This area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.
- 999365**      **LEP Instructional Program**  
This assignment area is to be used by school districts for teachers who teach in language instruction education programs designed specifically for limited English proficient (LEP) students. The purpose of the language instruction education program is to help LEP students attain English proficiency and achieve challenging State academic content standards. The program may make instructional use of both English and a child's native language.

- 999370**      **General Education K-12**  
 An assignment to a licensed staff member to instruct pupils in grades K-12.
- 999380**      **Gifted and Talented**  
 Programs and projects designed to provide appropriate educational services to gifted children at preschool, elementary, and secondary levels; development and dissemination of information pertaining to such education; in-service training of educational personnel working with gifted children and their supervisors; leadership training, including internships; and model or exemplary projects.
- 999412**      **Preschool Special Education - (Early Education of the Handicapped)**  
 This assignment area is to be used by school districts for preschool special education coordinators, supervisor/managers, directors, and/or staff who serve preschool age students with disabilities either in a center-based, itinerant program, or via related services. This assignment is to be used for all staff members serving preschoolers with disabilities, including SLPs.
- 999414**      **Special Education K-12**  
 Specially designed instruction, at no cost to the parent, which meets the unique needs of a handicapped child, including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. This assignment area can be used for teachers, supervisors, coordinators, and directors of special education programs.
- 999418**      **Physical Education K-8**  
 The body of related subject matter and activities in physical education and recreation.
- 999520**      **Maintenance/Construction/Grounds**  
 Assignment areas which perform school district plant housekeeping, servicing, and security services consisting of such activities as: cleaning; operating heating, ventilating and air conditioning systems; guarding and caring for school property, and servicing building equipment; also an area which may maintain grounds owned, rented, or leased, and used by the school district.
- 999570**      **Music Education K-8**  
 The fine art that utilizes sounds in time in a meaningful and organized manner. Subject matter and activities in music are designed to impart the skills and knowledge necessary for the understanding, appreciation, creation, performance, and enjoyment of music.
- 999725**      **Vocational Special Education Coordinator Services**  
 Services provided by the Vocational Special Education Coordinator include assisting students with disabilities who are enrolled in programs offered by a career technical planning district or joint vocational education school district by: collaborating with referring district officials, parents, and instructional personnel in developing the IEP and career-technical

education program; providing support to general and career-technical teachers in the design and delivery of differentiated instruction for students with disabilities, to ensure their access to and progress in the general education curriculum; providing supplemental instruction to those students with disabilities requiring intensive support; serving as a liaison to the referring district and to the student’s home; collaboratively monitoring progress of student with disabilities on a continuous basis and assisting the work-study coordinator in follow-up studies.

**999790 Transportation Services**

An assignment area consisting primarily of the operation of vehicles such as buses, trucks, or automobiles used in the service of the school district.

**999800 Career-Technical Programs/Career Pathways**

An assignment to a staff member to provide instruction to students to help develop skills, knowledge, and abilities needed for occupational employment.

**999805 Career-Technical Education-Apprenticeship Program**

An assignment area that includes worksite based career-technical education apprenticeship programs. Includes any career-technical content area.

**999895 Career Assessment Specialist Services**

(Formerly called Vocational Evaluation) Services provided by a career-assessment specialist including assessing students’ interests, aptitudes, work behaviors, etc. in order to develop an individualized comprehensive report.

**Reporting Instructions.** Refer to the Reporting Assignment Areas section of the General Guidelines at the beginning of the Staff Employment (CK) Record for information on position codes requiring assignment areas.

Only one assignment area can be reported on each job record. Therefore if a staff member needs more than one assignment area, then they must be reported with more than one job record.

 **Building IRN Element**

Record Field Number	CK090
Definition	The state assigned six-digit information retrieval number (IRN) of the building.

**Valid Options**

Six-digit IRN

Valid building IRN within the reporting district

**Reporting Instructions.** Report the IRN of the building where the staff member is assigned. If a staff member transfers buildings within the district, then the Building IRN Element should be changed to reflect the new building IRN.

A staff member who is not a teacher or a Building Manager who has district-wide responsibilities or is assigned to multiple buildings is reported with the district’s IRN in the Building IRN Element. How-



ever, if a staff member serves more than one school but is assigned to a specific school for payroll or other purposes, he/she may be reported with that specific school’s IRN in the Building IRN Element.

**ESC Staff.** A staff member employed by an ESC is reported by the ESC with the IRN of the ESC coded in the Building IRN Element. Even if the staff member is physically providing services at a school district, report the IRN of the ESC.

**JVSD Staff.** A staff member employed by a joint vocational school district (JVSD) is reported with the IRN of the joint vocational school building (JVS) where he/she is assigned within the JVSD. If a staff member is assigned only to a satellite program, then report the IRN of either the JVSD or a JVS building within the JVSD. If a staff member is traveling to multiple buildings within a JVSD, then report the IRN of the JVSD.

**Nonpublic Assignments.** Staff members employed by a school district and assigned to nonpublic schools are to be reported with the district IRN in the Building IRN Element.

 **Employee ID Element**

Record Field Number	CK050
Definition	Unique code assigned to the staff member.

**Valid Options**

A valid nine-character code.

**Reporting Instructions.** When reporting the Employee ID Element, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. A value of “999999999” is not allowed in this element on this record type. The district can use the staff member’s credential ID, Z-ID, or a local value determined by the district as long as the same value is used for each staff member across all record types.

 **Extended Service Element**

Record Field Number	CK210
Definition	The number of days or the full-time equivalency for which the supplemental salary is claimed.

**Valid Options**

00 – 60

**Reporting Instructions.** This element is to be reported only by ESCs.

The maximum number of days shall not exceed 60. Any number 0.50 or greater should be raised to the next whole number. Determination is based on the following criteria.

The following position code/assignment area combinations are eligible for extended service if a compatible certificate/license is held by the staff member filling the position.

**1. ESC Supervisor**

- Position Code 120 - ESC Supervisor

**2. Gifted Education**

- Position Code 113 – Gifted Coordinator, Assignment Area 999380
- Position Code 230 – Teacher, Assignment Area 999380
- Position Code 110 – Gifted Coordinator, Assignment Area 999380

**3. Preschool Special Education**

Preschool special education positions must be reported with the 999412 assignment area in order for the staff member to receive a supplemental salary for extended service.

- Position Code 230 – Teacher, Assignment Area 999412
- Position Code 110 – Supervisor
- Position Code 304 – Audiologist
- Position Code 318 – Psychologist
- Position Code 325 – Physical Therapist
- Position Code 326 – Speech and Language Pathologist
- Position Code 327 – Occupational Therapist
- Position Code 328 – Mobility Therapist
- Position Code 333 – Adaptive Physical Education Therapist

Section 3317.11 of the Ohio Revised Code provides an additional salary allowance proportional to the length of the extended term of service not to exceed three months for each supervisory and child study teacher whose term of service in any year is extended beyond the terms of service of regular classroom teachers. Each biennium, a specific sum is appropriated for extended service. Total claims for supplemental salary are prorated to stay within the appropriation.

To be eligible for a supplemental salary allowance, an employee must be employed by an ESC. Employees for whom a supplemental salary allowance is claimed must be employed in a position that requires a certificate license. The employee’s certificate license must qualify him or her for that position.

Personnel paid from federal program funds, Disadvantaged Pupil Program Funds, or auxiliary service funds are not eligible for a supplemental salary allowance.

An extended service day shall not be less than five hours for elementary teachers and not less than five and one-half hours for all other employees. The “days of service” shall reflect the full-time equivalency for service less than the minimum day. Any number .50 or greater should be raised to the next whole number. Do not use decimals or fractions.

***Extended Service Exceptions.*** Certificated licensed personnel not currently employed by the filing ESC, or employed by the filing ESC but with a different position code than the one for which the extended service is claimed, may be eligible for extended service under the following circumstances:

- A teacher who has a regular-year contract with another school district is employed by the filing ESC to teach summer school.
- A teacher employed by the filing ESC teaches summer school and then leaves the filing ESC.
- A teacher is reported under a position code that differs from the position code reported for the preceding summer’s extended service.



**Days of Extended Service Calculation.** A K-6 employee works 2 hours and 15 minutes a day for 10 days. 10 days \* 2 hours = 20.0 hours, 10 days \* 15 min. = 2.5 hours. TOTAL = 22.5 hours. Divide the total hours by the state minimum hours per day. 22.5 hours divided by 5 hours = 4.50 days of extended service. Do not exceed 60 days.

**☀ Grade Levels Assigned - High Element**

Record Field Number	CK270
Definition	The highest grade in the range this staff member is assigned to teach or supervise.

**Valid Options**

- \*\* Not applicable
- PS Preschool
- KG Kindergarten
- 01 First Grade
- 02 Second Grade
- 03 Third Grade
- 04 Fourth Grade
- 05 Fifth Grade
- 06 Sixth Grade
- 07 Seventh Grade
- 08 Eighth Grade
- 09 Ninth Grade
- 10 Tenth Grade
- 11 Eleventh Grade
- 12 Twelfth Grade

**Reporting Instructions.** This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching Assignment” in the Position Code Element. If the school that employs the staff member is ungraded, use the information reported in the State Equivalent Grade Level Element from the Student Attributes–Effective Data (FD) Record to determine the highest grade levels served by the employee.

**☀ Grade Levels Assigned - Low Element**

Record Field Number	CK260
Definition	The lowest grade in the range this staff member is assigned to teach or supervise.

**Valid Options**

- \*\* Not applicable
- PS Preschool
- KG Kindergarten
- 01 First Grade
- 02 Second Grade
- 03 Third Grade

- 04 Fourth Grade
- 05 Fifth Grade
- 06 Sixth Grade
- 07 Seventh Grade
- 08 Eighth Grade
- 09 Ninth Grade
- 10 Tenth Grade
- 11 Eleventh Grade
- 12 Twelfth Grade

**Reporting Instructions.** This element is mandatory for paraprofessionals hired under Poverty-Based Assistance (formerly DPIA) funding, Principals, Assistant Principals, and individuals reported with the option “212 - Supplemental Service Teaching Assignment” in the Position Code Element. If the school that employs the staff member is ungraded, use the information reported in the State Equivalent Grade Level Element from the Student Attributes–Effective Data (FD) Record to determine the lowest grade level served by the employee.

 **High-Quality Professional Development Element**

Record Field Number	CK280
Definition	Indicates if the teacher participated in “High Quality Professional Development” (HQPD).

**Valid Options**

- \* Not applicable
- Y Yes
- N No

**Reporting Instructions.** This element is only reported during the Final Staff/Course (L) Collection.

The “\*” (NA) option is only valid with position code “230” when a teacher has been in the district for less than 120 days. If a teacher has been in the district for at least 120 days in this position, then either the “Y” or “N” option is required to be reported.

This element is required to be reported with either a “Y” or “N” option for each teacher regardless of how many hours per day the teacher works (i.e., if a teacher only teaches one course, then this element is still reported).

The following entities are required to report the HQPD data element for the teachers they employ:

- City, Local, and Exempted Village School Districts
- Educational Service Centers
- Community Schools
- Joint Vocational School Districts
- Ohio Department of Youth Services
- Ohio School for the Blind

- Ohio School for the Deaf
- STEM districts

This element is reported for every teacher employed by the reporting entity who

1. is reported with the 230 position code.
2. has been employed by the district for at least 120 days, which means
  - The position start date for the staff member in that position is on or before November 9 of the current school year, and
  - The *Position Status Element* in the Final Staff/Course (L) Collection reflects the status of the individual in that particular position as of the last day of school and should be reported with any option other than the following.
    - A contracted personnel – Agency,
    - I contracted personnel – Individual,
    - P individual is on leave of absence,
    - U individual is no longer employed by the district in this position.

The No Child Left Behind Act of 2001 (NCLB) requires the ODE to annually report the percentage of teachers in Ohio who have participated in HQPD as defined in Title IX, Section 9101 (34). NCLB requires that the annual report cover elementary and secondary teachers in public school districts (city, local, and exempted village school districts, JVSs, ESCs, community schools, STEM districts and Ohio Department of Youth Services). The entity that employs the staff member is responsible for reporting the High-Quality Professional Development Element for the eligible teaching positions.

If the staff member has more than one job record reported with a 230 position code, then each 230 record must have the same value for the High Quality Professional Development Element. Therefore, if an individual is reported with two employment records, one for a regular teaching assignment (position code 230 with assignment area 999370) and one for a special education teaching assignment (position code 230 with assignment area 999414, 999380 or 999412), the High Quality Professional Development Element on both records must be reported with the same value.

This element answers the following question:

*Did the teacher participate in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101 and as certified by the teacher on the Teacher Participation Questionnaire?*

**☀ Length of Work Day Element**

Record Field Number	CK160
Definition	Total hours worked during a normal day, excluding lunch.

**Valid Options**

00.00 – 99.99

**Reporting Instructions.** Report the number of hours to the nearest quarter hour, including breaks and planning periods.

Three hours and 15 minutes is reported as “03.25”.

Do not report this element when options “T” (Temporary) or “S” (Supplemental) are reported in the Position Type Element.

**☀ Local Contract Code Element**

Record Field Number	CK250
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, except CJ0 through CJ9

**Reporting Instructions.** If a district reports multiple Staff Employment Records with the same position code on each for one staff member, then a unique local contract code is required to be reported on each Staff Employment (CK) Record. Local Contract Codes CJ0 through CJ9 are reserved for use by ODE when processing Contractor Staff Employment Records.

**☀ Pay Amount/Rate Element**

Record Field Number	CK190
Definition	Either the annual salary amount or the hourly pay rate of the position, per the staff contract.

**Valid Options**

000000.00 – 999999.99

**Reporting Instructions.** Include all salary that the individual receives for the position code being reported, regardless of the number of days employed. Because a staff member can have multiple employment records, the Pay Amount/Rate Element may be different on each employment record for one individual.

When reporting annual salary, round to the nearest whole dollar. If reporting an hourly rate, then indicate the actual hourly rate.

Include employees whose salaries result from their involvement in federal, state, and special reimbursement programs.

- If the resident/educating district is in a contracting situation that requires the submission of a Staff Employment (CK) Record, report the contract amount for one year of service in the Pay Amount/Rate Element.

**Note.** Be sure that the Scheduled Work Days Element and Pay Amount/Rate Element data are representing the same period of time for the position code being reported.

☀ **Pay Type Element**

Record Field Number	CK180
Definition	Indicates if the type of pay is an hourly rate or an annual salary.

**Valid Options**

- H Hourly rate
- A Annual salary

☀ **Position Code Element**

Record Field Number	CK060
Definition	The code associated with the position assignment of the employee.

**Valid Options**

Valid three-digit code As provided in Section 3.9 Position Codes

**Reporting Instructions.** Section 3.9 Position Codes lists the options for the Position Code Element. Refer to the Reporting Assignment Areas section of the General Guidelines at the beginning of the Staff Employment (CK) Record for information on position codes requiring assignment areas.

Position codes group the kinds of work staff members perform within the school district into general categories and divide these categories (or classifications) into activity assignments describing the major activities of each position. These codes identify the staff member by his/her duties rather than by his/her job title, since job titles for the same position may differ across the state. Position code categories include:

- **Official/Administrative Positions (1xx).** A grouping of assignments comprising of the various skill levels required to perform management activities, such as developing broad policies for the school district and executing these policies through the direction of staff members at all levels of the school district. Those activities performed directly by policy makers are also included here. (The Official/Administrative classification does not preclude Professional - Educational or Professional - Other status.)
- **Professional – Educational Positions (2xx).** A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), including skills in the field of education or educational psychology.
- **Professional – Other Positions (3xx).** A grouping of assignments requiring a high degree of knowledge and skills acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience), but not requiring skills in the field of education.
- **Technical Positions (4xx).** A grouping of assignments requiring a combination of basic scientific knowledge and manual skills that can be obtained through approximately two (2) years of post-high school education, such as is offered in junior-community colleges and technical institutes or through equivalent special study and/or on-the-job training.
- **Office/Clerical Positions (5xx).** A grouping of assignments for those who perform the predominantly non-manual activities of preparing, transferring, transcribing, systematizing, or

preserving communications, records, and transactions, regardless of the level of skills required.

- **Crafts and Trades Positions (6xx).** A grouping of manual assignments requiring a relatively high skill level (usually acquired through an extensive period of training) as well as considerable judgment and thorough and comprehensive knowledge of the processes involved in the work.
- **Operative Positions (7xx).** Manual assignments that require an intermediate skill level in order to perform machine-operated activities. This skill level can be mastered in a few weeks through limited training.
- **Extracurricular/Intracurricular Activities Positions (8xx).** Student activities under the guidance or supervision of qualified adults that are designed to provide opportunities for pupils to participate in such experiences on an individual basis, in small groups, or in large groups/at school events, public events, or a combination of these/for purposes such as motivation, enjoyment, and skill improvement. In practice, participation usually is not required and credit usually is not given.
- **Service Work/Laborer Positions (9xx).** A grouping of assignments, regardless of the difficulty level that relate to both protective and non-protective supportive services. Also a grouping of manual assignments that generally require no special training. All laborers performing lifting, digging, mixing, loading, and pulling operations would be classified in this general job classification. Under the Service Work/Laborer classification, the following activity assignments are the most common in the school districts.

**Educational Service Personnel (ESP) Positions.** A minimum of five full-time equivalent staff shall be employed district wide for each 1,000 students in the regular student population as defined in ORC §3317.023. Educational service personnel shall be assigned to at least five of the following eight areas: counselor, library media specialist, school nurse, visiting teacher, social worker, or elementary art, music, and physical education. Educational service personnel assigned to elementary art, music, and physical education shall hold the special teaching certificate or multi-age license in the subject to which they are assigned.

ESP position codes are listed in the table below.

**Table 2. ESP Position Codes**

Position Code	Description
202	Counselor
323	Social Worker
330	Visiting Teacher
203	Librarian/Media Specialist
320	Registered Nurse
230	K-8 Art Teacher Assignment Area 999050
230	K-8 Physical Education Teacher Assignment Area 999418
230	K-8 Music Teacher Assignment Area 999570

Position code 230 with assignment areas 999050, 999418, and 999570 may only be reported for grades K-8.

**Evaluators/Mentors.** Teachers who are hired expressly as Teacher Evaluators/Mentors are reported with a “226” option in the Position Code Element. These teachers do not have direct responsibilities for routinely teaching students in a classroom.

Teachers assigned to their own classrooms, in addition to serving as a mentor for entry year teachers, are reported with the regular teaching position code “230” and an appropriate assignment area.

**Tutors.** Staff members serving as tutors are reported with the option of “208” in the Position Code Element. Position code “208” cannot be used for tutors who aid in the instruction of disabled students.

Volunteer tutors, such as those tutoring for Ohio Reads, are not required to be reported to ODE.

**Career-Technical Education.** A certified/licensed regular academic teacher who teaches a career-technical academic class (Curriculum Element option VA) is to be reported with position code “230” and assignment area 999370.

 **Position FTE Element**

Record Field Number	CK100
Definition	The full-time equivalency of the position expressed as a percentage.

**Valid Options**

0.0 – 9.99

**Reporting Instructions.** Full-time equivalency (FTE) is the ratio between the amount of time normally required to perform a part-time assignment and the time normally required to perform the same assignment full-time. The number 1.00 represents one full-time assignment. One (1.0) FTE is equal to the number of hours in a regular working day for that position, as defined by the district.

If the FTE of the staff member is 1.0 (or 100%), report 100.

**Example 2.**

**Position FTE**  
 A full-time teacher who instructs students for six hours a day (as defined by the district) has a 1.0 FTE reported as 100. In this case, a teacher who instructs students for three hours a day in that district would have a position FTE of .50 reported as 050.

**Example 3.**

**Cooks FTE**  
 A district employs eight cooks. Three cooks work three hours per day, two work four hours per day, and three work five hours per day. The district has defined that 5 hours is equal to one (1.0) FTE for a cook’s position. Therefore, the FTE for a cook who works five hours a day is 1.0. The FTE for a cook who works 4 hours a day is .80 FTE, and the FTE for a cook who works three hours a day is .60.

**Example 4.**

**Bus Driver and Transportation Supervisor FTE**

A district employs an individual to drive a bus half time and to supervise the transportation system half time. The district has defined that four hours is equal to 1.0 FTE for a bus driver and 8 hours is equal to 1.0 FTE for a transportation supervisor. In this case, if the employee drives a bus for two hours, then he/she is reported with .50 FTE for the bus driver position. If he/she supervises for six hours, then he/she is reported with .75 in the Position FTE Element on the Staff Employment (CK) Record for the transportation supervisor.

**☀ Position Fund Source Elements**

**First Fund Source**

Record Field Number	CK130
Definition	The first fund source from which the employee is paid.

**Second Fund Source**

Record Field Number	CK130
Definition	The second fund source from which the employee is paid.

**Third Fund Source**

Record Field Number	CK130
Definition	The third fund source from which the employee is paid.

**Valid Options**

- A State Auxiliary Funds
- B Other State Funds
- F Special Education Part-B IDEA Federal Grant Funds for school-age students with disabilities
- G Title I Funds
- I State Poverty-Based Assistance Funds (formerly DPIA)
- J Federal Early Learning Initiative Program Funds
- L Local Funds and/or State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
- O Other Federal Funds
- P Special Education Part B IDEA Federal Grant Funds for preschool students with disabilities
- S State Funds – Early Childhood Education Programs (formerly Public Preschool Programs)
- T Private/Tuition
- U State Unit Funding
- X Reading First Federal Grant Funds

**Reporting Instructions.** Identify up to three options in the Fund Source Element from which the employee is paid for the position code reported. Each option is required to have a corresponding percentage in the Fund Source Percent Element. The sum of the three percents in the Fund Source Percent Element is required to equal 100%.



**Example 5.**

**Multiple Fund Sources and Fund Source Percents**  
 A teacher is paid 60 percent from local funds and 40 percent from other federal funds. Report option “L” in the first Fund Source Element, and 60 in the first Fund Source Percent Element. Report option “O” in the second Fund Source Element, and 40 in the Fund Source Percent Element.

 **Position Fund Source Percent Elements**

**First Fund Source Percent**

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

**Second Fund Source Percent**

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

**Third Fund Source Percent**

Record Field Number	CK120
Definition	Identifies the percentage of the employee’s salary that is paid with funds from the corresponding fund source.

**Valid Options**

000 – 100

**Reporting Instructions.** For each option selected in the Position Fund Source Element, identify what percentage of the employee’s total salary is being funded by the identified fund source. If an employee’s salary is 100% local funds, then 100 is to be reported in this element along with the option “L” in the Position Fund Source Element.

The sum of all three fund source percents is required to equal 100% on each Staff Employment (CK) Record reported, even if the FTE is less than 1.0 in the Position FTE Element.

 **Position Separation Date Element**

Record Field Number	CK300
Definition	The last date of employment of the staff member for the specific position.

**Valid Options**

YYYYMMDD Year, Month, Day

**Reporting Instructions.** Staff members can have multiple positions within the district. In those cases, a separate Staff Employment (CK) Record is required for each position held. The position separation date is for a specific position within his/her Staff Employment (CK) Record.

A date is required for any Staff Employment (CK) Record with a “U – no longer employed by the district in this position” reported in the Position Status Element.

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	CK230
Definition	Reason the staff member left position.

**Valid Options**

- \* Not applicable
- 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
- 8 Employee accepted new position within district
- 9 Deceased

**☀ Position Start Date Element**

Record Field Number	CK080
Definition	Date the staff member began work in this position.

**Valid Options**

YYYYMMDD Year, Month, Day

**Reporting Instructions.** This date indicates the starting date for the specific position, not when the employee started at the district in any position. Because a staff person can have multiple employment records, the Position Start Date Element can be different on each Staff Employment (CK) Record for the individual. This is a required element for each employment record submitted.

**☀ Position Status Element**

Record Field Number	CK070
Definition	Identifies the employee’s current employment relationship with the school board in that particular position.

**Valid Options**

- C Current position in the district
- A Contracted personnel - Agency
- I Contracted personnel - Individual
- P Leave of absence
- U No longer employed by district in this position

**Reporting Instructions.** This is a required element for each employment record submitted and is reported for all individuals regardless of the options reported in the Position Type Element and Type of Employment Element.

A separate Staff Employment (CK) Record is required for every position held by a staff member. The Position Status Element describes the status of the staff member on a specific Staff Employment (CK) Record.

U - No longer employed by district in this position should only be reported if a staff member has not been employed by the district this year and will have no attendance information to be reported during the Final Staff/Course (L) Collection. If a staff member starts the year and later leaves the district, leave the Position Status element value set to the value that represents the last status in the position and complete the Position Separation Reason and Position Separation Date for this staff member.

If the individual remains a current employee of the district or is hired into a new position, then the individual is to be reported with the option of “C - Current position in the district” in the Position Status Element in a new Staff Employment (CK) Record. The already existing position’s Staff Employment (CK) Record would be updated as needed (e.g., report the position as no longer employed, update the position FTE, etc.).

If a staff member is employed at the beginning of the year, but is no longer employed at the end of the year, then the district should still report the staff member’s Position Status with the value that was valid while the staff member was employed. Districts can enter the Position Separation Reason and Position Separation Date for this staff member without updating the position status to U. ODE will use the position separation information to know that the staff member is no longer employed in the district and will not be reported by the district in the next school year. This reporting rule takes precedence over the Position Status reporting rules below related to replacing a teacher who resigns or reporting an individual who retires.

If a teacher resigns and another teacher is hired to fill his/her position, then both are reported to EMIS. A Staff Demographic (CI) Record and Staff Employment (CK) Record are required to be reported for each teacher. Report attendance and absence days until the day of resignation for the teacher who resigned. Attendance and absence days for the teacher hired to fill the position include days from the **first day of work** through the end of the school year.

If an individual retires, the Position Separation Reason Element is to be reported using option “1 – Retirement”, and the Position Separation Date Element is to be reported with the retirement effective date. If the individual is rehired into the same or a new position, a new Staff Employment (CK) Record must be reported with a new Position Start Date, resulting in two records for the individual.

Anytime there is a break in employment service for an individual, a new Staff Employment (CK) Record is required to be reported for every position held by the individual.

**Leaves of Absence.** As a general rule, the staff member who will be present for the majority of the school year is to be reported. If a staff member was placed on leave of absence prior to the first full week of October and is replaced by another individual, then the district has two options for EMIS reporting.

1. The district reports both the substitute and the staff member on leave. The staff member on leave should be reported with the option “P - Leave of Absence” in the Position Status Element.

**OR**

2. District chooses to report only the staff member that is on leave and does not report the substitute. In this case, the Position Status Element is not to be reported with the option “P - Leave of Absence” for the staff member on leave.

If a staff member is reported as on leave of absence in one year and does not return the next year, in *year two* the district should report the teacher as “P - Leave of absence”, unless the staff member has resigned. If the staff member is not planning to return and has submitted his/her resignation, report position status “U - No longer employed by district in this position.”

**Definitions.** Individuals who are currently employed by the school district and are paid through the payroll system are reported with one of the valid options listed above. Below is a definition for each option for the Position Status Element.

- C Current**  
Current position the employee has within a district.
- A Contracted personnel - agency**  
When the resident/educating district is contracting with an agency (not an individual) for staff to provide services or teach a course.
- I Contracted personnel – individual**  
When the resident/educating district is contracting with an individual (not an agency) to provide services or teach a course.
- P Leave of absence**  
The individual was employed by the current district during the previous year, but was granted a leave of absence. It does not matter if the employee is being paid while on leave.
- U No longer employed by district in this position**  
The individual was employed by the current district during the last school year in this position, but is not employed in this position this year and was not granted a leave of absence. Employees need only to be reported once under this status.

 **Position Type Element**

Record Field Number	CK140
Definition	The type of employment with the school board.

**Valid Options**

**R Regular**

**T Temporary**

Temporary employees are different from individuals holding temporary licenses. These are individuals who hold a position of employment that is designated “temporary” by the local district. These individuals could also hold temporary licenses, if the position requires certification/licensure that the individual does not hold. Classified positions can also be designated as temporary.

**S Supplemental**

Employees who are hired under a supplemental contract to provide services such as coaching, advising, and student activities.

 **Qualified Paraprofessional Element**

Record Field Number	CK290
Definition	Indicates if the staff member is a “qualified paraprofessional” under the No Child Left Behind Act.

**Valid Options**

- \* Not applicable
- Y Yes
- N No

**Reporting Instructions.** The Qualified Paraprofessional Element is required to be reported for all instructional paraprofessionals that work in a Title I Schoolwide Building or are funded by Title I funds in a Title I Targeted Assistance Building.

An instructional paraprofessional is defined as an individual in an assignment to provide instructional assistance in one or more of the following ways: (1) one-on-one tutoring, (2) classroom management, (3) instructional assistance in a computer laboratory, (4) instructional support in a library or media center, or (5) instructional support services under the direct supervision of a teacher. This does not include paraprofessionals hired to assist with parent involvement activities or who act as translators.

The “\*” (Not applicable) option is not valid for staff reported with the following combinations.

- Position code “415”
  - with an assignment area of “999140”, and/or
  - a fund source of “G”.
- Position code “415” in any Title I Schoolwide Building.

These staff members are required to be reported with either the “Y” or “N” option.

Districts can choose to report this element for instructional paraprofessionals who are not employed in Title I Schoolwide Buildings or funded with Title I funds in Title I Targeted Assistance Buildings.

 **Scheduled Work Days Element**

Record Field Number	CK170
Definition	The total number of days the staff member is scheduled to work in the position during the year.

**Valid Options**

000 – 999

**Reporting Instructions.** If multiple Staff Employment Records are reported for a staff member who works in multiple buildings in the same position, then report the total number of days scheduled to

work during the year on each record. Include parent/teacher conference days and paid vacation days. Do not include holidays.

**☀ Special Education FTE Element**

Record Field Number	CK310
Definition	The full time equivalency of the position related to special education expressed as a percentage.

**Valid Options**

0.00 to 9.99

**Reporting Instructions.** General rules for calculating this element are the same as the rules for the Position FTE Element (CK100) with the exception that only time related to special education would be included.

Time included for these calculations should include activities and services that *are not* routinely provided to *all* students. For example, a school counselor who provides college admission assistance to all students would not include the time providing the same assistance to students with disabilities as part of this FTE. The administrator who coordinates district-wide testing would NOT include time assigned to administration of an ability test that is taken by most students; however, the staff member WOULD include administration of the same kind of test when it is being used only as part of the special education multi-factored evaluation.

Staff responsible for identifying the need for developing and/or implementing IEPs would report the time associated with such. A special education teacher who teaches fulltime would report an FTE of 1.0 as would a fulltime special education director. If a position FTE is 0.5, and half of the staff person’s time is assigned to special education, then the special education FTE would be 0.25.

Nearly all teachers (position code 230) without an assignment area that indicates instruction to students with disabilities (assignment code 999412 or 999414) will have 0.00 reported in this element.

The table below lists the position codes that will frequently report an FTE of greater than 0.00 in this field.

**Table 3. Staff Reporting a Special Education FTE Greater Than 0**

Position Code	Title
110	Supervisor/Manager Assignment
120	ESC Supervisor/Manager
202	Counseling Assignment
212	Supplemental Service Teaching Assignment (Serves Students With Disability Conditions Only)
230	Intervention Specialist that only include the following assignment areas: <ul style="list-style-type: none"> <li>• 999412 (Preschool Special Education)</li> <li>• 999414 (Special Education)</li> </ul>
304	Audiologist Assignment
318	Psychologist Assignment
320	Registered Nursing Assignment

Position Code	Title
323	Social Work Assignment
325	Physical Therapist Assignment
326	Speech and Language Therapist Assignment
327	Occupational Therapist Assignment
328	Mobility Therapist Assignment
329	Educational Interpreter
331	Occupational Therapy Assistant (OTA) Assignment
332	Physical Therapy Assistant (PTA) Assignment
333	Adapted Physical Education Therapist Assignment
334	Intern Psychologist Assignment
415	Instructional Paraprofessional Assignment
909	Attendant Assignment

 **Type of Appointment Element**

Record Field Number	CK150
Definition	The classification of the staff member’s position.

**Valid Options**

- 1      Certificated/licensed
- 2      Classified
- 3      Internship
- 4      Six-hour lay teacher
- 5      Veteran (ORC §3319.283)

**Reporting Instructions.** A veteran (option “5”) does not include teachers who are involved in the Troops to Teachers program.

*3319.283 ORC – Employment of veteran who is not certified or licensed*

(A) The board of education of any school district may employ an individual who is not certificated or licensed as required by Chapter 3319. of the Ohio Revised Code, but who meets the following qualifications, as a teacher in the schools of the district:

- (1) The individual is a veteran of the armed forces of the United States and was honorably discharged within three years of the effective date of this amendment;
- (2) While in the armed forces the individual had meaningful teaching or other instructional experience.
- (3) The individual holds at least a baccalaureate degree

(B) An individual employed under this section shall be deemed to hold a teaching certificate or educator license for the purposes of state and federal law and rules and regulations and school district policies, rules, and regulations. Such individuals shall meet the requirement to successfully complete fifteen hours, or the equivalent, of coursework every five years that is approved by the local professional development committee as is required of other teachers licensed in accordance with Chapter 3319 of the Ohio Revised Code.

***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 Employment (CK) Record, each combination of values in the following fields must be unique.

<b>Required Fields</b>	<b>Number</b>
Employee ID	CK050
Position Code	CK060
Local Contract Code	CK250



### 3.4 STAFF EMPLOYMENT (CK) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CK010	9-10	Sort Type	PIC X(2)
		Always "CK"	
	11	Filler	PIC X
CK020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CK030	16	Data Set	PIC X
		L – Staff/Course	
CK040	17-22	District IRN	PIC X(6)
CK050	23-31	Employee ID	PIC X(9)
CK060	32-34	Position Code	PIC 9(3)
CK070	35	Position Status	PIC X
CK080	36-43	Position Start Date CCYYMMDD	PIC 9(8)
CK090	44-49	Building IRN	PIC 9(6)
CK100	50-52	Position FTE	PIC 9V99
CK120	53-55	Fund Source Percent 1	PIC 9(3)
CK130	56	Position Fund Source 1	PIC X
CK120	57-59	Fund Source Percent 2	PIC 9(3)
CK130	60	Position Fund Source 2	PIC X
CK120	61-63	Fund Source Percent 3	PIC 9(3)
CK130	64	Position Fund Source 3	PIC X
CK140	65	Position Type	PIC X
CK150	66	Type of Appointment	PIC X
CK160	67-70	Length of Work Day	PIC 99V99
CK170	71-73	Scheduled Work Days	PIC 9(3)
CK180	74	Pay Type	PIC X
CK190	75-82	Pay Amount/Rate	PIC 9(6)V99
	83-84	Filler	PIC 9(2)
CK210	85-86	Extended Service	PIC 9(2)
CK220	87-92	Assignment Area	PIC 9(6)
	93-104	Filler	PIC X(12)
CK230	105	Position Separation Reason	PIC X
	106	Filler	PIC X
CK250	107-109	Local Contract Code	PIC X(3)
CK260	110-111	Grade Levels Assigned LOW	PIC X(2)
CK270	112-113	Grade Levels Assigned HIGH	PIC X(2)
CK280	114	High Quality Professional Development	PIC X
CK290	115	Qualified Paraprofessional	PIC X
CK300	116-123	Position Separation Date	PIC 9(8)
CK310	124-126	Special Education FTE	PIC 9V99

# **ODE EMIS MANUAL**

## **Section 3.5: Contractor Staff Employment (CJ) Record**



**Version 5.1**  
February 9, 2018

## 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>5.1</u>	<u>2/9/18</u>	<u>FY18</u>	<u>NA</u>	<u>No FY18 changes.</u>
5.0	7/17/17	FY17	NA	No FY17 changes.
4.0	8/16/16	FY16		Added Coming Changes section.
3.0	11/18/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	6/12/15	FY14K	1010	Removed references to unit funding.

## 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 FY18 EMIS changes known to impact the Contractor Staff Employment (CJ) Record.*

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## 3.5 CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

### *Required Collection Requests*

The Contractor Staff Employment (CJ) Record is to be reported for the Initial and Final Staff/Course Collection Requests.

### *General Guidelines*

A Contractor Staff Employment (CJ) Record is required to be reported by each contractor for each staff member providing services or teaching a course. The contractor (in many cases an ESC) must be an EMIS reporting entity. The term “contract” refers to an agreement with another entity or individual to provide services. The nature of the contract may range from a formal written document to a general agreement between district leaders.

The term “contractor” refers to the entity with which the resident/educating district is contracting. A contractor may be a reporting entity, i.e., an ESC or another school district. The term “contracting district” refers to the resident/educating district.

For reporting instructions regarding specific contracting situations and reporting this record, see Section 3.2 Reporting Contracted Staff.

The Contractor Staff Employment (CJ) Record is an extension of the Staff Employment (CK) Record. It is required in order for the contractor to be able to report the amount of time (or Position FTE) that a staff member in the same position is serving a resident/educating district.

The contractor (either the ESC or another EMIS reporting entity) with which the resident/educating district contracts for a staff member to provide services and/or teach a course to students, is responsible for reporting a Staff Demographic (CI) Record and at least one Staff Employment (CK) Record (one Staff Employment (CK) Record is reported for each position held by the employee). If multiple resident/educating districts are contracting with the ESC or another EMIS reporting entity for the same staff member in the same position to provide services or teach a course, then the contractor (the ESC or other EMIS reporting entity) is responsible to report a Contractor Staff Employment (CJ) Record for each resident/educating district the staff member in the same position is serving.

The resident/educating district does not report a Staff Demographic (CI), Staff Employment (CK), or Contractor Staff Employment (CJ) Record for the contracted staff if they are contracting with an ESC or another EMIS reporting entity.

If the resident/educating district is contracting with a non-EMIS reporting entity, they do not report this record. Instead they report either a Contract Only Staff (CC) Record or a Staff Demographic (CI) Record and a Staff Employment (CK) Record.

A Contractor Staff Employment (CJ) Record is only reported by the contractor. One record is reported for each district where the staff member is serving. If the staff member in the same position code is providing services or teaching courses to students from multiple districts, then one Contractor Staff Employment (CJ) Record is to be submitted for each of the districts being served.

**Programs and Services Provided to Students.** A resident/educating district may contract with an ESC or another EMIS reporting entity to supply a staff member to provide programs and/or services to students. The following examples include but are not limited to such positions.

- Audiologists
- School Psychologists
- Physical Therapists
- Occupational Therapists
- Speech and Language Therapists
- Supplemental Services Teachers – special education

These staff members should only have a Contractor Staff Employment (CJ) Record reported in specific situations. A Contractor Staff Employment (CJ) Record should be reported if:

- The staff member will enable the contracting district to receive preschool related services funding (use assignment area 999412), or
- The contractor is an EMIS reporting entity other than an ESC, or
- The contractor is an ESC, and the service is not one that is provided to all but a few member districts

A Contractor Staff Employment (CJ) Record should not be reported if:

- The contractor is an ESC, and the staff member provides a service that is provided to nearly all ESC member districts as a part of the basic service offerings of the ESC.

**Courses.** A resident/educating district may contract with an ESC or another EMIS reporting entity for a staff member to teach a course. A staff member teaching a course to students from one or multiple resident/educating districts is required to have a Contractor Staff Employment (CJ) Record reported by the contractor for each resident/educating district being served by the staff member. The contractor (i.e., the ESC) does not report a Staff Course (CU) or Course Master (CN) Record for these teachers.

The resident/educating district is responsible for reporting a Course Master (CN) Record for the course linked via Local Classroom Code to a Staff Course (CU) Record for the contracted staff member with the IRN of the contracting entity reported in the Staff Provider IRN Element and the State Credential ID of the staff member teaching the course reported in the Employee ID Element.

For specific reporting situations regarding contracted staff, see Section 3.2 Reporting Contracted Staff.

**Administrators (Position Codes 100-199).** A Contractor Staff Employment (CJ) Record should be reported for administrative positions only in a limited number of situations:

- The administrator is serving in the contracting district as a Principal for one of the contracting district's buildings
- The administrator is serving as the Superintendent or Treasurer for the contracting district

- The administrator is a gifted coordinator or preschool special education supervisor (see Section 3.2 Reporting Contracted Staff)
- The contractor is not an ESC
- An administrator contracted from an ESC is providing a specific administrative service in a specific district that is not normally provided to all member districts.

**Contractor Staff Employment Data Elements.** The following portion of this section discusses each of the data elements within the Contractor Staff Employment (CJ) Record. The elements are organized alphabetically.

 **Contracting District IRN Element**

Record Field Number	CJ070
Definition	The IRN of the resident/educating district contracting with the ESC or other EMIS reporting entity for a staff member in a specific position.

**Valid Options**

State assigned six-digit code.

 **Employee ID Element**

Record Field Number	CJ050
Definition	Unique code assigned to the staff member.

**Valid Options**

A valid nine-character code

**Reporting Instructions.** Report the Employee ID of the staff member providing the services for which the resident/educating district is contracting.

When reporting the *Employee ID Element*, report the local number assigned to the employee by the district. The same locally assigned number must be used for the Employee ID on other staff related records reported for this staff member by this reporting entity. The district can use the staff member’s credential ID, Z-ID, or a local value determined by the district as long as the same value is used for each staff member across all record types.

A value of “999999999” is not allowed in this element on this record type.

 **Local Contract Code Element**

Record Field Number	CJ090
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**

Three-character code

**Reporting Instructions.** Report the same local contract code for the position being reported on the Contractor Staff Employment (CJ) Record which was reported on the Staff Employment (CK) Record.

If a district reports multiple Staff Employment (CK) Records for one staff member with the same position, then a unique local contract code is required to be reported on each Staff Employment (CK) Record.

 **Position Code Element**

Record Field Number	CJ060
Definition	The code associated with the position assignment of the employee.

**Valid Options**

Valid three-digit code                      As provided in Section 3.2 Reporting Contracted Staff

**Reporting Instructions.** Report the position for which the resident/educating district is contracting.

Section 3.9 Position Codes lists the options for the Position Code Element.

For further instructions, see Position Code Element in Section 3.4 Staff Employment (CK) Record.

 **Position FTE Element**

Record Field Number	CJ080
Definition	The full-time equivalency of the position expressed as a percentage.

**Valid Options**

0.00 – 9.99

**Reporting Instructions.** Report the full-time equivalency (FTE) of the position for which the resident/educating district is contracting.

It is the responsibility of the contractor to determine how to split the position FTE among multiple resident/educating districts contracting for the position. When the contracting staff member is a teacher, the FTE is often determined based on the percent of students from each contracting district. Districts should make a consistent determination across courses based on the amount of time the teacher is expected to spend with students. This determination is a local decision that should be made consistently and in coordination between the employing and contracting districts.

**Defining a Unique Record**

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

Required Fields	Number
Employee ID	CJ050
Position Code	CJ060
Contracting District IRN	CJ070
Local Contract Code	CJ090



## 3.5 CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CJ010	9-10	Sort Type	PIC X(2)
		Always "CJ"	
	11	Filler	PIC X
CJ020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CJ030	16	Data Set	PIC X
		L – Staff/Course	
CJ040	17-22	District IRN	PIC X(6)
CJ050	23-31	Employee ID	PIC X(9)
CJ060	32-34	Position Code	PIC 9(3)
CJ070	35-40	Contracting District IRN	PIC 9(6)
CJ080	41-43	Position FTE	PIC 9V99
CJ090	44-46	Local Contract Code	PIC X(3)

# **ODE EMIS MANUAL**

## **Section 3.6: Contract Only Staff (CC) Record**



**Version 4.1**  
December 27, 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>4.1</u>	<u>12/28/17</u>	<u>FY18</u>		<u>No FY18 changes.</u>
4.0	7/18/17	FY17	NA	No FY17 changes.
3.0	8/17/16	FY16		Added Coming Changes section.
2.0	11/19/14	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 FY18 EMIS changes known to impact the Contract Only Staff (CC) Record.*

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### 3.6 CONTRACT ONLY STAFF (CC) RECORD

#### **Required Collection Requests**

The Contract Only Staff (CC) Record is to be reported for the Initial and Final Staff/Course (L) Collection Requests.

#### **General Guidelines**

This record allows for the collective reporting of staff contracted from a non-EMIS reporting entity. Contract examples include: transportation, custodial or food services. For these types of contracts, individual staff information is not needed. Refer to the Position Codes and Contract Reporting table below for further clarification.

Districts must report at least one record per contractor, contract, position code, and fund source. Report all contracts that were in effect at any point during the fiscal year (July 1 – June 30).

Contracts that fulfill the job responsibilities usually completed by staff with a variety of position codes may be reported using this record. The following chart indicates which position codes may be reported with this record and which position codes must be reported using the other staff records and a position status of “A” or “I”.

**Table 1. Position Codes and Contract Reporting**

<b>Position Code Series</b>	<b>May be reported with this record</b>	<b>May not be reported with this record; report at individual level using other staff records</b>
100s	None	101-199
200s	None	201-299
300s	301, 307, 319, 329, and 340	304, 318, 320, 323, 325-328, 330-334, and 399
400s	402-414, and 499	415
500s	501-508, 599	509, 510
600s	601-699	None
700s	702-799	None
800s	801-899	None
900s	901-999	None

**Contractor Only Staff Data Elements.** The following portion of this section discusses each of the data elements within the Contractor Only Staff (CC) Record. The elements are organized alphabetically.

#### **Based on Number of People Element**

Record Field Number	CC160
Definition	Indicates if the contract language requires a specific number of individuals to be provided as a critical requirement of the contract.

#### **Valid Options**

Y Yes  
N No

**☀ Based On Services Performed Element**

Record Field Number	CC140
Definition	Indicates if the contract language requires specific services to be performed as a critical requirement of the contract.

**Valid Options**

Y Yes  
N No

**☀ Based On Work Hours Element**

Record Field Number	CC150
Definition	Indicates if the contract language requires a specific number of hours of services to be performed as a critical requirement of the contract.

**Valid Options**

Y Yes  
N No

**☀ Contract End Date Element**

Record Field Number	CC110
Definition	The end date stated in the contract, even if the end date is in a future fiscal year.

**Valid Options**

YYYYMMDD Year, Month, Day

**☀ Contract Start Date Element**

Record Field Number	CC100
Definition	The start date stated in the contract, even if the start date was in a prior fiscal year

**Valid Options**

YYYYMMDD Year, Month, Day

**☀ Dollar Amount of Contract for Current Year Element**

Record Field Number	CC090
Definition	The total dollar value of the contract for the current fiscal year (July 1 – June 30).

**Valid Options**

00000000.00 – 99999999.99

**☀ Federal Tax Id Element**

Record Field Number	CC050
Definition	A nine digit number that uniquely identifies an organization or an individual for federal tax purposes.

**Valid Options**

Valid nine digit code

**Note.** This number should be available from your Treasurer’s office.

 **Hours per Week Element**

Record Field Number	CC120
Definition	The total hours per week worked under this contract related to this position code

**Valid Options**

0000.00 – 9999.99

**Reporting Instructions.** Enter the average hours per week during the contract period for the current fiscal year.

 **Local Contract Code Element**

Record Field Number	CC080
Definition	A unique number assigned by the school district that differentiates among multiple contracts with the same contractor with the same position code.

**Valid Options**

Valid three-character code

 **Name Element**

Record Field Number	CC060
Definition	Name of the contractor being reported.

**Reporting Instructions.** If the contractor is an individual, report the individual’s full name. If the contractor is an organization, report the organization’s business name.

 **Position Code Element**

Record Field Number	CC070
Definition	The code that would have been assigned to an employee of the district who completed the work covered in this contract if the district had hired an employee instead of a contractor.

**Valid Options**

Valid three-character code

**Reporting Instructions.** See the general reporting instructions earlier in this section for position codes that may be reported with this record and EMIS Manual Section 3.9 Position Codes for code definitions.

**☀ Position Fund Source Element**

Record Field Number	CC130
Definition	The fund source from which this contract is paid.

**Valid Options**

- A State Auxiliary Funds
- B State Funds Other
- F Federal Special Education Part-B IDEA Grant (School-age) [formerly VI-B]
- G Federal Title I Funds
- I State Poverty-Based Assistance Funds
- J Federal Head Start Program Funds
- L Local/State Foundation Funds
- N TANF (Temporary Assistance to Needy Families)
- O Other Federal Funds
- P Federal Preschool Special Education Part-B IDEA Federal Grant
- S State Funds – Public Preschool Program
- T Private/Tuition
- X Federal Reading First Grant

**Defining a Unique Record**

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

Required Fields	Number
Federal Tax ID	CC050
Position Code	CC070
Local Contract Code	CC080
Position Fund Source Element	CC130



### 3.6 CONTRACT ONLY STAFF (CC) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CC010	9-10	Sort Type	PIC X(2)
		Always "CC"	
	11	Filler	PIC X
CC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CC030	16	Data Set	PIC X
		L – Staff/Course	
CC040	17-22	District IRN	PIC X(6)
CC050	23-31	Federal Tax ID	PIC X(9)
CC060	32-71	Contractor Name	PIC X(40)
CC070	72-74	Position Code	PIC 9(3)
CC080	75-77	Local Contract Code	PIC X(3)
CC090	78-87	Dollar Amount of Contract for Current Year	PIC 9(8)V99
CC100	88-95	Contract Start Date CCYYMMDD	PIC 9(8)
CC110	96-103	Contract End Date CCYYMMDD	PIC 9(8)
CC120	104-109	Hours per Week	PIC 9(4)V99
CC130	110	Position Fund Source	PIC X
CC140	111	Based on Services Performed	PIC X
CC150	112	Based on Work Hours	PIC X
CC160	113	Based on Number of People	PIC X

# **ODE EMIS MANUAL**

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



**Version 4.1**  
June 8, 2018

## 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>4.1</u>	<u>6/8/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
4.0	7/24/17	FY17	NA	No FY17 changes.
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.

The EMIS Manual is a living document, and this fiscal year’s version will be updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the FY18 Change Information document on the EMIS Manual webpage. ~~At this time, there are no additional FY18 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)



# **ODE EMIS MANUAL**

## **Section 3.8: Staff Missing Override (CP) Record**



**Version 4.1**  
December 28, 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>4.1</u>	<u>12/28/17</u>	<u>FY18</u>		<u>No FY18 changes.</u>
4.0	7/24/17	FY17	NA	No FY17 changes.
3.0	8/18/16	FY16		Changed name of State Staff ID Previous Reporting Period Element to align with updated language.
3.0	8/18/16	FY16		Added Coming Changes section.
2.0	11/20/15	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 FY18 EMIS changes known to impact the Staff Missing Override (CP) Record.*

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## 3.8 STAFF MISSING OVERRIDE (CP) RECORD

### *Required Collection Requests*

The Staff Missing Override (CP) Record is to be reported for the Initial and Final Staff/Course (L) Collection Requests.

### *General Guidelines*

One or more Staff Missing Override (CP) Records is reported for staff members who are no longer with the district, and who last were with the district during a time period such that their separation from the district should have been reported in a prior year.

For example, if a staff member leaves the district during a school year, then that separation must be reported that year. If the district failed to report the staff member as no longer employed by the district that year, then an override would be required to remove that staff member from the Missing Staff report the next year.

Likewise, a staff member who completes the prior school year but ends all employment before the start of the next school year must be reported as separated in the Staff/Course Collections. If the district fails to report the separation, then an override would be required to remove that staff member from the Missing Staff report.

Overrides are not a replacement for correct and timely reporting of EMIS data. Requesting an override via this record is acknowledging that incorrect data was reported in a prior collection.

Not all overrides needed for staff will be possible via reporting this record. For example, a staff member who changes from a local Z-ID to a state credential ID will still need an override, but that override must be requested via your ITC and the EMIS Helpdesk.

### *Staff Missing Override Data Elements*

The following portion of this section discusses each of the data elements within the Staff Missing Override (CP) Record. The elements are organized alphabetically.

#### *Position Separation Date Element*

Record Field Number	CP060
Definition	The last date of employment of the staff member.

#### *Valid Options*

YYYYMMDD Year, Month, Day

**Reporting Instructions.** For Staff/Course Collection reporting, only dates before the end of the prior school year will be valid.

#### *Position Separation Reason Element*

Record Field Number	CP070
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
- 8 Employee accepted new position within district
- 9 Deceased

**☼ State Staff ID Previous Collection Request Element**

Record Field Number	CP050
Definition	A unique statewide ID used to match a staff member’s data to EMIS data from previous collection requests and to the state certification and licensure database, as reported for the staff member in CI270 during the prior collection.

**Valid Options**

A 2 letter, 7 number string: XX9999999

**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 Missing Override (CP) Record, the following field must be unique.

Required Fields	Number
State Staff ID Previous Collection Request	CP050

### 3.8 STAFF MISSING OVERRIDE (CP) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CP010	9-10	Sort Type	PIC X(2)
		Always "CP"	
	11	Filler	PIC X
CP020	12-15	Fiscal Year, e.g., 2015 (CCYY)	PIC X(4)
CP030	16	Data Set	PIC X
		L – Staff/Course	
CP040	17-22	District IRN	PIC X(6)
CP050	23-31	State Staff ID Previous Collection Request	PIC X(9)
CP060	32-39	Position Separation Date (CCYYMMDD)	PIC X(8)
CP070	40	Position Separation Reason	PIC X

# **ODE EMIS MANUAL**

## **Section 3.9: Position Codes**



**Version 5.0**  
June 8, 2018

## 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>6.0</u>	<u>6/8/18</u>	<u>FY18</u>	<u>NA</u>	<u>Posted for FY18.</u>
5.0	6/13/17	FY17	43637	Added Position Code 910 School Resource Officer.
4.0	8/18/16	FY16		Added Coming Changes section.
3.0	11/20/15	FY15L		Removed Position Code 120.
2.0	10/16/13	FY14K	1010	Removed references to unit funding.

## 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-FY18~~ EMIS changes known to impact the Position Codes Section of the EMIS Manual.*



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## 3.9 POSITION CODES

### NUMERICAL LISTING OF POSITION CODES

#### *Official/Administrative Positions (1xx)*

**Table 1. Official/Administrative Positions**

<b>Position Code</b>	<b>Description</b>
101	<b>Administrative Assistant Assignment</b> An assignment to perform activities assisting an executive officer in performing assigned activities in the school district.
103	<b>Assistant, Deputy/Associate Superintendent Assignment</b> An assignment to a staff member (e.g., an assistant, deputy or associate superintendent or the assistant) to perform high-level, system-wide executive management functions in a school district.
104	<b>Assistant Principal Assignment</b> An assignment to a staff member (e.g., an assistant, deputy, or associate principal) to perform high-level executive management functions in an individual school, group of schools, or unit(s) of a school district.
108	<b>Principal Assignment</b> An assignment to a staff member to perform highest-level executive management functions in an individual school, groups of schools, or unit(s) of a school district.
109	<b>Superintendent Assignment</b> An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the highest-level, system-wide executive management functions of a school district.
110	<b>Supervisor/Manager Assignment</b> An assignment to oversee and manage staff members, but not to direct a program or function. If this is a certificated/licensed position, an individual hired as a supervisor/manager is required to hold a supervisor certificate. NOTE: A supervisor/manager is different from a director, in that a supervisor/manager manages staff members, but does not direct a program, function, or supporting service.
112	<b>Treasurer Assignment</b> An assignment to a staff member (appointed directly by the board of education) to act as secretary to the board of education, serve as the chief fiscal officer, and to perform high level, system-wide executive management functions of a school district.
113	<b>Coordinator Assignment</b> An assignment to a staff member to oversee one or more programs or projects. This is a staff position, not a line position.
114	<b>Education Administrative Specialist Assignment</b> An assignment to a staff member to perform highest-level executive management functions in a central office position relative to business management, education of exceptional children, educational research, educational staff personnel administration, instruction services, pupil personnel administration, school-community relations, or vocational directorship.
115	<b>Director Assignment</b> An assignment to direct staff members and manage a function, a program, or a supporting service. Staff members having this position include heads of academic departments and directors and managers of psychological services. If this is a certificated/licensed position, an individual hired as a director is required to hold a director, superintendent, or principal certificate.

Position Code	Description
116	<b>Community School Administrator Assignment</b> An assignment to a staff member (e.g., chief executive of schools or chancellor) to perform the highest-level, system-wide executive management functions of a community school.
121	<b>Building Manager Assignment</b> An assignment to a staff member to supervise the administrative (non-curricular, non-instructional) functions of school operation so that a school principal can focus on supporting instruction, providing instructional leadership, and engaging teachers as part of the instructional leadership team. A building manager may be, but is not required to be, a licensed educator per ORC §3319.22.
199	<b>Other Official/Administrative Assignment</b> Any assignment not listed above that fulfills the definition of the Official/Administrative classification.

**Professional – Educational Positions (2xx)**

**Table 2. Professional – Educational Positions**

Position Code	Description
201	<b>Curriculum Specialist Assignment</b> An assignment to a staff member who has expertise in a specialized field to provide information and guidance to other staff members to improve the curriculum of a school district. This assignment would include the curriculum consultant. Individuals acting as Curriculum Supervisors, Coordinators, or Directors should be reported with the appropriate 1XX position code depending on their specific job description.
202	<b>Counseling Assignment</b> An assignment to perform the activities of assisting pupils and/or parents and teachers to aid pupils in making personal plans and decisions in relation to their education, career, or personal development.
203	<b>Librarian/Media Assignment</b> An assignment to develop plans for the use of teaching and learning resources, including equipment, content material, and services.
204	<b>Remedial Specialist Assignment</b> An assignment to perform activities concerned with correcting or improving specific marked deficiencies (such as deficiency in content previously taught but not learned) which are not due to impairment of mental or physical ability.
208	<b>Tutor/Small Group Instructor Assignment (Serves Students Without Disability Conditions Only)</b> An assignment to a staff member to tutor or provide small group instruction to students without disability conditions. If the staff member is assigned to work with students with disability conditions, s/he should be reported with the “212- Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)” position code.
209	<b>Audio-Visual Staff</b> Any assignment including activities such as selecting, acquiring, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials, whether maintained separately or as part of an instructional materials center. Included are activities in the audio-visual center, TV studio, and related work-study areas, and the services provided by audio-visual personnel.

Position Code	Description
212	<p><b>Supplemental Service Teaching Assignment (Serves Students with Disability Conditions Only)</b>            An assignment for an Intervention Specialist to provide supplemental services to students with disabilities who receive their instruction in core academic subjects from a general education teacher in accordance with an Individualized Education Plan (IEP). This supplemental assistance can be provided through tutoring or small group instruction and may include services such as skill reinforcement, modified instructional methods and appropriate accommodations to meet individual student needs.</p>
225	<p><b>Full-time (Permanent) Substitute Teacher Assignment</b>            Staff assigned this position code meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Have a contract with the district; AND</li> <li>• Are placed on the teacher salary schedule; AND</li> <li>• Report to the district for work daily.</li> </ul> <p>Teaching assignments for individuals assigned this position code are subject to change daily. An individual in this position is NEVER the teacher of record, but has a variety of assignments, based upon the needs of the district. No Course Master Record should be reported for full-time (permanent) substitute teachers, because they cannot be the teachers of record. If a substitute becomes the teacher of record, then h/she should have the certificate/license for the position h/she is hired to fill. In addition, the position code should be updated for this individual to reflect the responsibilities of this job.</p> <p>Individuals assigned position code 225 would not be counted in the teacher FTE, but could be included in data analysis and in calculating total costs.</p>
226	<p><b>Teacher Mentor/Evaluator Assignment</b>            These are teachers who do not have direct responsibilities for routinely teaching students in a classroom, (yet are not “administrators”), and who as part of their skills-based compensation system spend their time evaluating other teachers and are assigned as mentors or coaches to entry-year teachers. This differs from position code 340 “Planning/Research/Development/Evaluation/Analysis Assignment”, in that those with position code 340 are NOT evaluating teachers, but programs.</p>
230	<p><b>Teacher Assignment</b>            An assignment to a staff member to instruct pupils. This person is the teacher of record. Course Master Records are required with the exception of gifted teachers, preschool itinerant only, and LEP Instructional Program assignment area.</p>
299	<p><b>Other Professional – Educational Assignment</b>            Any assignment not listed above which fulfills the definition of the Professional - Educational position assignments.</p>

**Professional – Other Positions (3xx)**

**Table 3. Professional – Other Positions**

Position Code	Description
301	<p><b>Accounting Assignment</b>            An assignment to design and maintain financial, staff, pupil, program, or property records; to summarize, analyze, or verify such records; or to control and certify expenditures and receipts.</p>

Position Code	Description
304	<p><b>Audiologist Assignment</b> An assignment to perform activities such as diagnostic evaluation, habilitative and rehabilitative services, and research related to hearing.</p>
307	<p><b>Dietitian/Nutritionist Assignment</b> An assignment to plan and direct food services programs, including determining the nutritional value of food for meals.</p>
318	<p><b>Psychologist Assignment</b> An assignment to a staff member who is certified as a school psychologist to provide comprehensive psychological services in school including provision of assessment, consultation, intervention design, counseling, inservices and research services.</p>
319	<p><b>Publicity Relations Assignment</b> An assignment to foster good relations between the school district and the public community as a whole by planning and conducting programs to disseminate information through such media as newspapers, radio and television, public forums, civic activities, and by reviewing material for and directing preparation of school district publications.</p>
320	<p><b>Registered Nursing Assignment</b> An assignment to a staff member who is licensed as a registered nurse to perform activities requiring substantial specialized judgment and skill in observation, care, and counsel of ill and injured persons and in illness prevention.</p>
323	<p><b>Social Work Assignment</b> (Do not use for Visiting Teacher) An assignment to assist in the prevention or solution of those personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community.</p>
325	<p><b>Physical Therapist Assignment</b> An assignment to provide therapeutic exercise program design to improve or maintain strength and/or range of motion, to recommend adaptive equipment, and to assist in the development of the IEP.</p>
326	<p><b>Speech and Language Therapist Assignment</b> An assignment to provide for the identification, diagnosis, and habilitation of children with speech and language disorders.</p>
327	<p><b>Occupational Therapist Assignment</b> Services include providing an occupational therapy evaluation as part of the multifaceted evaluation; developing the individualized education program; providing therapy which will improve, develop, or restore functions impaired or lost through illness, injury, or deprivation; improving the ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function. Services may include consulting the child's parent, instructing parents and teachers in the use of techniques and equipment, and providing the specialized and adaptive activities in the prevocational and vocational programs.</p>
328	<p><b>Mobility Therapist Assignment</b> Services include providing an orientation and mobility evaluation, developing the individualized education program for each child served, orienting handicapped children to their physical, cultural and social environment, and providing those served with an understanding of their environment and with formalized skills for traveling safely and efficiently within the environment.</p>

Position Code	Description
329	<p><b>Educational Interpreter Assignment</b>            Services of an interpreter for hearing handicapped shall include providing oral, simultaneous, or manual interpreter service depending on the needs of the children served and may include interpreting, translating (transliterating), reverse interpreting - the verbal rephrasing of the message of hearing impaired, and reverse translating - the intelligible vocal presentation of the exact words of a hearing impaired speaker.</p>
330	<p><b>Visiting Teacher Assignment</b>            The primary responsibility of the visiting teacher shall be to work with pupils who are experiencing difficulty with school adjustment. This service supplements the contribution of the teacher and other school personnel and is carried out in cooperation with them. As a liaison service, it helps to integrate school and community services for the benefit of the child.</p>
331	<p><b>Occupational Therapy Assistant (OTA) Assignment</b>            UNDER THE SUPERVISION OF AN OCCUPATIONAL THERAPIST, services include providing an occupational therapy evaluation as part of the multifactored evaluation; developing the individualized education program; providing therapy which will improve, develop, or restore functions impaired or lost through illness, injury, or deprivation; improving the ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function. Services may include consulting the child's parent, instructing parents and teachers in the use of techniques and equipment, and providing the specialized and adaptive activities in the prevocational and vocational programs.</p>
332	<p><b>Physical Therapy Assistant (PTA) Assignment</b>            UNDER THE SUPERVISION OF A PHYSICAL THERAPIST, an assignment to provide therapeutic exercise program design to improve or maintain strength and/or range of motion, to recommend adaptive and to assist in the development of the IEP.</p>
333	<p><b>Adapted Physical Education Therapist Assignment</b>            Used by school districts for adapted physical therapists who work with students with disabilities, excluding children with "speech disability only".</p>
334	<p><b>Intern Psychologist Assignment</b>            An assignment to receive supervised experience in school psychology in the approved training sites. This position code is to be reported by school districts for psychology interns who are approved by the Division of Special Education and who met the requirements of the university.</p>
340	<p><b>Planning/Research/Development/Evaluation/Analysis Assignment</b>            An assignment to (1) perform activities concerned with selecting or identifying the goals, priorities, and objectives of the school district and formulating the courses of action to fulfill objectives; (2) perform activities concerned with systematic studies and investigations in some field of knowledge and with the evolving process of using the products of research and judgment to improve educational programs; (3) determine the value or effect of plans, programs, and activities, by appraisal of data, in light of specified goals and objectives up-to-date (e.g., a systems analyst, budget analyst, or psychological analyst), and (4) examine, evaluate, or make recommendations in such areas as cost, systems, curriculum, or other educational sectors.</p>
399	<p><b>Other Professional – Other Assignment</b>            Any assignment not listed above which fulfills the definition of the Professional - Other position assignment.</p>

**Technical Positions (4xx)**

**Table 4. Technical Positions**

Position Code	Description
402	<b>Computer Operating Assignment</b> An assignment to operate and control computers and related peripheral equipment.
406	<b>Practical Nursing Assignment</b> An assignment to perform auxiliary medical services, such as taking and recording temperature, pulse, and respiration rates and giving medication under the supervision of a physician or a registered nurse.
407	<b>Computer Programming Assignment</b> An assignment to prepare logical coded sequences of operations to be performed by the computer in solving problems or processing data.
414	<b>Library Aide Assignment</b> An assignment to assist a professional librarian in the performance of his or her duties. This category should also include those aides who function in this assignment in the absence of a qualified professional.
415	<b>Instructional Paraprofessional Assignment</b> An assignment to provide instructional assistance in one or more of the following ways: (1) one-on-one tutoring, (2) classroom management, (3) instructional assistance in a computer laboratory, (4) instructional support in a library or media center, or (5) instructional support services under the direct supervision of a teacher.  This does <i>not</i> include paraprofessionals hired to assist with parent involvement activities or who act as translators.  This Position Code <i>must</i> be reported with the “999140 – Title I Programs” assignment area if the Instructional Paraprofessional is employed in a Title I Schoolwide Program building or is funded with Title I funds in a Title I Targeted Assistance Building.
499	<b>Other Technical Assignment</b> Any assignment not listed above which fulfills the definition of the Technical position assignments.

**Office/Clerical Positions (5xx)**

**Table 5. Office/Clerical Positions**

Position Code	Description
501	<b>Bookkeeping Assignment</b> An assignment to keep a systematic record of accounts or transactions and to prepare statements.
502	<b>Clerical Assignment</b> An assignment to perform activities concerned with preparing, transferring, transcribing, systematizing, or filing written communications and records. This assignment includes the positions of clerk, clerk-typist, stenographer, file clerk, and secretary.
503	<b>Messenger Assignment</b> An assignment to deliver messages, documents, packages, and other items to offices or departments within or outside the school district.



Position Code	Description
504	<b>Records Managing Assignment</b> An assignment to perform activities concerned with establishing and maintaining an adequate and efficient system for controlling the records of the school district.
505	<b>Teaching Aide Assignment</b> An assignment to assist a teacher with routine activities associated with teaching, such as monitoring, conducting rote exercises, operating equipment, and clerking.
506	<b>Telephone Operator Assignment</b> An assignment to operate telephones (normally a central switchboard) for the school district.
507	<b>Parent Mentor Assignment</b> A parent mentor is a parent of a child with a disability who displays leadership qualities; is experienced and knowledgeable about the special education system and the supportive services available in the community; has an established working relationship with the school system; and has previous experience in providing parent information and training.
508	<b>Parent Coordinator Assignment</b> An assignment to encourage parents to participate in the Title I program, organize parenting skills training sessions, make home visits, organize and conduct Title I parent meetings, and any other activities involving parents of students in the Title I program.
509	<b>Linkage Coordinator Assignment</b> An assignment to a staff member, meeting guidelines established by the governor's closing the achievement gap initiative, who shall work with and who is the primary mentor, coach, and motivator for students identified as at risk of not graduating, as defined by the governor's closing the achievement gap initiative, and who coordinates those students' participation in academic programs, social service programs, out-of-school cultural and work-related experiences, and in-school and out-of-school mentoring programs, based on the students' needs.
510	<b>Family and Community Liaison Assignment</b> An assignment to encourage parents and the community to participate and support activities of the school community.
599	<b>Other Office/Clerical Assignment</b> Any assignment not listed above which fulfills the definition of the Office/Clerical position assignment.

***Crafts and Trades Positions (6xx)***

**Table 6. Crafts and Trades Positions**

Position Code	Description
601	<b>Carpentering Assignment</b> An assignment to perform activities involved in constructing, erecting, installing, and repairing wooden structures and fixtures.
602	<b>Electrician Assignment</b> An assignment to perform activities involved with planning layout and installing and repairing wiring, electrical fixtures, apparatus, and control equipment.
603	<b>General Maintenance Assignment</b> An assignment to perform activities concerned with repair and upkeep of buildings, machinery, and electrical and mechanical equipment.



Position Code	Description
605	<b>Mechanic Assignment</b> An assignment to perform activities involved with inspecting, repairing, and maintaining functional parts of mechanical equipment and machinery.
608	<b>Plumbing Assignment</b> An assignment to perform activities involved with assembling, installing, and repairing pipes, fittings, and fixtures of heating, water, and drainage systems.
611	<b>Foreman Assignment</b> An assignment to supervise the day-to-day operations of a group of skilled, semi-skilled, or unskilled workers (e.g., the warehouse or garage workers).
699	<b>Other Crafts and Trades Assignment</b> Any assignment not listed above which fulfills the definition of the Crafts and Trades position assignments.

**Operative Positions (7xx)**

**Table 7. Operative Positions**

Position Code	Description
702	<b>Dispatching Assignment</b> An assignment to assign vehicles and drivers to perform specific services and to record such information concerning vehicle movement as the school district may require.
703	<b>Vehicle Operating (Other) Assignment</b> An assignment consisting primarily of driving a vehicle other than buses, such as a truck or automobile used in the service of the school district.
704	<b>Vehicle Operating (Bus) Assignment</b> An assignment consisting primarily of driving buses used in the service of the school district.
799	<b>Other Operative Assignment</b> Any assignment not listed above which fulfills the definition of the Operative position assignments.

**Extracurricular/Intracurricular Activities Positions (8xx)**

**Table 8. Extracurricular/Intracurricular Activities Positions**

Position Code	Description
801	<b>Advisor Assignment</b> An assignment to a staff member to oversee and/or advise extracurricular activities. This definition does not include coaches.
802	<b>Coaching Assignment</b> An assignment to a staff member to oversee, advise, and instruct athletic activities.
803	<b>Athletic Trainer Assignment</b> An assignment to a staff member to prevent and treat athletic injuries, to perform related rehabilitative therapy, and to manage the provision of health and treatment services to athletes
899	<b>Other Extra/Intra – Curricular Activities Assignment</b> Any assignment not listed above which fulfills the definition of the Extracurricular/ Intracurricular Activities position assignments.

**Service Work/Laborer Positions (9xx)**

**Table 9. Service Work/Laborer Positions**

<b>Position Code</b>	<b>Description</b>
901	<b>Attendance Officer Assignment</b> An assignment to enforce compulsory attendance laws.
902	<b>Custodian Assignment</b> An assignment to perform school district plant housekeeping, servicing, and security services consisting of such activities as cleaning; operating heating, ventilating, and air conditioning systems; guarding and caring for school property; and servicing building equipment.
904	<b>Food Service Assignment</b> An assignment to perform the activities of preparing and serving food.
905	<b>Guard/Watchman Assignment</b> An assignment to perform activities concerned with maintaining the safety and security of school district property, facilities, and personnel.
906	<b>Monitoring Assignment</b> An assignment to perform such activities as taking attendance and helping to keep order on buses and playgrounds and in lunchrooms. This assignment would include traffic guards for loading buses.
908	<b>Groundskeeping Assignment</b> An assignment to maintain grounds owned, rented, or leased, and used by the school district. This assignment does not include the operation of machinery requiring semi-skilled training or experience.
909	<b>Attendant Assignment</b> Services include assisting the orthopedically and/or other health handicapped or multihandicapped child with personal health care needs within the confines of the educational setting.
910	<b>School Resource Officer</b> A career law enforcement officer with sworn authority, who is deployed by an employing police department or agency in a community-oriented policing assignment in collaboration with one or more schools. The three main roles of a school resource officer: educator (i.e., guest lecturer), informal counselor/mentor, and law enforcement officer. <b>Note:</b> Reporting of this position is <i>optional</i> .
999	<b>Other Service Worker/Laborer Assignment</b> Any assignment not listed above which fulfills the definition of the Service Work/Laborer position assignments.