ODE EMIS MANUAL

Section 3.7:
Staff Summer Employment Separation Record (CL)

Ohio | Department of Education

Version 1.0
September 10, 2012

REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

3.7 Staff Summer Employment Separation Record

Required Reporting Periods

The Staff Summer Employment Separation Record is to be reported for the October (K) reporting period.

General Guidelines

A Staff Summer Employment Separation Record (CL) may be reported in the October (K) reporting period 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 Record (CI) and Staff Employment Record (CK), 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 a CI/CK record during October.

If a staff member had multiple CK records in the prior yearend 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 yearend 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 Record in the prior yearend 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 Record in the prior yearend 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 Record in the prior yearend 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 Record, each combination of values in the following fields must be unique.

Required Fields	Number
State Staff ID	CL050
Position Code	CL060
Local Contract Code	CL070

3.7 Staff Summer Employment Separation Record (CL) 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	Reporting Period	PIC X
		K – October	
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)