ODE EMIS MANUAL

Section 3.5:
Contractor Staff Employment Record (CJ)

Ohio | Department of Education

Version 1.0
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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

3.5 CONTRACTOR STAFF EMPLOYMENT RECORD

Required Reporting Periods

The Contractor Staff Employment Record is to be reported for the October (K) and Yearend (N) reporting periods.

General Guidelines

A Contractor Staff Employment 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 Record is an extension of the Staff Employment 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 Record and at least one Staff Employment Record (one Staff Employment 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 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, Staff Employment, or Contractor Staff Employment 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 Record or a Staff Demographic Record and a Staff Employment Record.

A Contractor Staff Employment 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 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 Record reported in specific situations. A Contractor Staff Employment Record should be reported if:

- The staff member will enable the contracting district to receive a preschool related services unit (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 Record should not be reported if:

- The staff member is filling a preschool related services unit allocated to the contractor, or
- 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 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 or Course Master Record for these teachers.

The resident/educating district is responsible for reporting a Course Master Record for the course linked via Local Classroom Code to a Staff Course 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 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 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 Record which was reported on the Staff Employment Record.

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

Since FTE is reported relevant to the data collection period (FTE as of the end of October count week and FTE as of the last day of school for yearend reporting), it is possible to report a teacher contracted with some FTE in October (a student from the contracting district is in the class at the end of count week) and then with zero FTE at yearend (no students from the contracting district in course). If a record with a non-zero FTE is reported in October, then it is important to report a record at yearend, even if the FTE is zero, to establish the teacher for the Staff Course and Course Master Record from the contracting district in the yearend data set.

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 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 Record (CJ) 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	Reporting Period	PIC X
		K – October N – Yearend	
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)