ODE EMIS MANUAL

Section 3.4:
Staff Employment Record (CK)

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

3.4 Staff Employment Record

Required Reporting Periods

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

Record Field Number	Data Element	October (K)	Yearend (N)
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 Record for each staff member.

In most circumstances, the Staff Employment 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 Record (CJ) 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 record for each position. If a staff member has multiple coaching or advisor assignments, then each position

is reported on a separate Staff Employment record. In addition, a separate Staff Employment record is reported when a teacher has multiple teaching positions (e.g., 230 with 999370 or 999414).

All supplemental positions are optional reporting for the October (K) reporting period. However, supplemental positions are required to be reported during the Yearend (N) reporting period. 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 Record is to be reported for his/her regular teacher position and one Staff Employment Record is to be reported for the supplemental position. Report two positions for this staff member: one on each Staff Employment 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 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	999370 General Education
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, 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 record for a teacher instructing at several buildings or a Building Manager (Position Code 121).

1. **Report One Staff Employment Record**
   The district may report one Staff Employment 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 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 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 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 Record for this staff member with a "328" reported in the *Position Code Element*. 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.

Staff Employment Data Elements. The following portion of this section discusses each of the data elements within the Staff Employment 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.

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**

An assignment to a licensed staff member to instruct pupils.

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 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*. However, 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 Demographic 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 Demographic 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 Yearend (N) reporting period.

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* at yearend 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, JVSDs, 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 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. During the October (K) reporting period, report the annual salary or hourly rate as it was on the last day of count week. During the Yearend (N) reporting period, report the annual salary or hourly rate as it was at yearend.

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 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 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 consider-

able 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 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 (use fund source "Z" for preschool special education unit staff)
X Reading First Federal Grant Funds
Z Preschool State Unit Funding (use for preschool special education unit staffs)

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 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 Record is required for each position held. The position separation date is for a specific position within his/her Staff Employment Record.

A date is required for any Staff Employment 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 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 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 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

yearend reporting. 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.

Beginning 2009, 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 record. The already existing position's Staff Employment 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 as of October count week but is not employed by the district through the end of the October (K) reporting period, then the district should still report the staff member's Position Status with the value that was valid as of count week. Districts can enter the *Position Separation Reason* and *Position Separation Date* for this staff member without updating the position status to U. For Yearend (N) reporting, the position status can be left with its October (K) value. 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 for October (K) reporting 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 Record and Staff Employment Record are required to be reported during the Yearend (N) reporting period 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 new position, a new Staff Employment record must be reported with a new *Position Start Date* resulting in two records for the individual.

Anytime there a break in employment service for an individual between reporting periods, a new Staff Employment 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 October count week 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 last reporting period, 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. This element is reported during the October (K) reporting period.

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. This element is required for a federal report on staff FTE related to special education and is reported in the October (K) reporting period only.

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 ed teacher who teaches fulltime would report an FTE of 1.0 as would a fulltime special ed 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: • 999412 (Preschool Special Education) • 999414 (Special Education)
304	Audiologist Assignment
318	Psychologist Assignment
320	Registered Nursing Assignment
323	Social Work Assignment
325	Physical Therapist Assignment

Position Code	Title
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 Record, each combination of values in the following fields must be unique.

Required Fields	Number
Employee ID	CK050
Position Code	CK060
Local Contract Code	CK250

3.4 STAFF EMPLOYMENT RECORD (CK) 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	Reporting Period	PIC X
		K – October N – Yearend	
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