

EMIS MANUAL

Section 3.4: Staff Employment (CK) Record

Version 10.0

August 12, 2024

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 underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>10.0</u>	<u>08-12-24</u>	<u>FY25</u>	<u>25-80</u>	<u>Updated required assignment area reporting for 113.</u>
<u>10.0</u>	<u>08-12-24</u>	<u>FY25</u>	<u>25-79</u>	<u>Deleted Assignment Area 999725.</u>
<u>10.0</u>	<u>08-12-24</u>	<u>FY25</u>	<u>25-97</u>	<u>Updated Department name and logo (ODE to DEW).</u>
9.2	8/18/23	FY24	24-17	Deleted Fund Source options J and X; renamed option I.
9.2	8/18/23	FY24	24-17	Updated ORC §3319.283 under Type of Appointment.
9.2	8/18/23	FY24	24-17	Corrected valid options for Position FTE.
9.2	8/18/23	FY24	24-17	Corrected definition for Qualified Paraprofessional.
9.2	8/18/23	FY24	24-17	Clarified reporting guidance for the following elements: Building IRN, Employee ID, Position Separation Date, and Position Status.
9.2	8/18/23	FY24	24-17	Extended Service Element, Grade Levels Assigned–High Element, Grade Levels Assigned–Low Element deleted.
9.2	8/18/23	FY24	24-17	Removed information regarding educational service personnel.
9.2	8/18/23	FY24	24-17	Review and revision of section.
9.1	7/14/22	FY23	23-81	Adds new Position Separation Reason option.
9.0	7/1/21	FY22	NA	Posted for FY22.
8.1	5/20/21	FY21	21-170	Removed HQPD element.
8.0	7/1/20	FY21	NA	Posted for FY21.
7.1	10/16/19	FY20	20-65	Removed Appointment Type option for 6-hour lay teacher.
7.0	7/8/19	FY20	NA	Posted for FY20.
6.2	4/24/19	FY19	63355	Added Fund Source option Y—Title III.
6.1	7/3/18	FY19	NA	Posted for FY19.
6.0	5/2/18	FY18	NA	Posted for FY18.
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 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 EMIS Changes webpage.

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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 in both the Initial and Final Staff and Course (L) Collections.

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.

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., coach, 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.

Reporting Teachers. All teachers are to be reported with position code 230. This position code must always be reported with an assignment area.

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 Principals 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 principal who oversees multiple buildings in a given school year.

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 (CK) Records

The district may report multiple Staff Employment (CK) Records. In this reporting method, each record is reported with a different building IRN in the Building IRN Element. This reflects each building to which the teacher or principal is assigned.

Reporting Teachers and Principals Who Move Buildings Midyear. When an educator or principal changes buildings within a given school year, the situation is similar to when an educator works in multiple buildings. A district has the following two choices when reporting a Staff Employment (CK) Record for an educator who has changed buildings within the school year.

1. Report One Staff Employment (CK) Record

The district may report one Staff Employment (CK) Record for the staff member. The district updates the Building IRN element to reflect the building of the new position.

2. Report Multiple Staff Employment (CK) Records

The district may report multiple Staff Employment (CK) records. In this reporting method, each record is reported with a different building IRN in the Building IRN element. This reflects each building to which the educator has been assigned during the school year. The district should make sure to report a separation date and reason for the original position. Each record is required to be reported during any remaining collections during the same school year.

Pay Elements and FTE. When a teacher or principal has the same position in multiple buildings within the district during the year—whether that situation arises from working in multiple buildings concurrently or from moving buildings midyears—the Local Contract Code Element is required to be unique on each Staff Employment (CK) Record. In this case, the Position FTE Element on each record 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 2.

Teacher in Multiple Buildings: Reporting Multiple Employment Records

A teacher instructs in two separate buildings, spending 60% of time at one building and the remainder in another building. The teacher’s salary is \$50,000. Two Staff Employment (CK) 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 principal assignment who has district-wide responsibilities or is assigned to multiple buildings can be reported with one overall record or with one record per building. This reporting would follow the same guidance as that provided above for teachers and principals.

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.

Reporting Staff Separations. When a staff member separates from a position, the district should report that separation by reporting the appropriate Position Separation Reason and Position Separation Date. These elements are required reporting when a staff member leaves a position even if the staff member is remaining in the district. Do not report these separated positions in subsequent years. When reporting a separation in the school year in which it occurs, the Position Status should not be changed to option U. See the Position Status reporting instructions for more information.

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 EL Instructional Program**
This assignment area is to be used by school districts for teachers who teach in language instruction education programs designed specifically for English learners. The purpose of the language instruction education program is to help English learners 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**
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 Speech and Language Pathologists.

- 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 Staff Employment (CK) Record. Therefore if a staff member needs more than one assignment area, then they must be reported with more than one CK 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 is assigned to multiple buildings or if a staff member transfers buildings within the school year, refer to the guidance provided in the General Guidelines above.

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 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, districts can use the staff member’s credential ID, a district-assigned Z-ID, or a locally-assigned number as long as the same value is used for the Employee ID Element across all records reported by a district.

A value of “999999999” is not allowed in this element on this record. For more information about Z-IDs, see the State Staff ID reporting instructions in EMIS Manual Section 3.3 Staff Demographic (CI) Record.

 **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 code assigned by the school district that 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 the Department when processing Contractor Staff Employment (CK) 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 above 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 duties rather than by job title, since job titles for the same position may differ across the state. Position code categories include the following.

- **Official/Administrative Positions (1xx).** A grouping of assignments comprised 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.

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 students with disabilities.

Career-Technical Education. A 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

0.00 – 2.00

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 3.

<p>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.</p>

Example 4.

<p>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 (reported as 080), and the FTE for a cook who works three hours a day is .60 (reported as 060).</p>

Example 5.

<p>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 (reported as 050) for the bus driver position. If the employee supervises for six hours, then report .75 FTE (reported as 075) for the transportation supervisor.</p>
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☀ **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 Disadvantaged Pupil Impact Aid (DPIA)
- 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
- Y Title III

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 6.

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 Second 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 the particular position being reported by that CK Record. The separation date should reflect the last day of work for the position, not the last day of the contract.

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. A date is also required for any CK Record reported with a Position Separation Reason other than "*".

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
- 4 Resigned - Took a job outside the field of education
- 5 Resigned - Took another education job in Ohio
- 6 Resigned - Took another education job out of state
- 7 Resigned - Unknown or does not fit into options 4, 5, or 6
- 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 member 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**
When the resident/educating district is contracting with a non-EMIS reporting 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 a non-EMIS reporting 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**

Reporting Instructions. 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. 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.

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. The Department 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.

C – Current position in the district. All current staff members should be reported with at least one CK Record with a Position Status of C. When someone leaves a position during the school year, the Separation Date and Separation Reason should be updated on the relevant CK Record(s). The Position Status should remain “C”.

P – Leave of Absence. If a staff member has any attendance to report for a school year before going on a leave of absence, then do not update the Position Status in the first year of leave. If the staff member’s leave extends into a second year, then report Position Status option P beginning in the second year of leave.

U – No longer employed by district in this position. This option is reported for staff members who left the district or the position in the prior year but were not reported as separated in the prior year (e.g., Separation Date and Separation Reason have not been reported). This option 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 and Course (L) Collection.

If a CK Record is reported with this Position Status, it should be reported for only one year. There is no reason to continue reporting “U” records for additional reporting years.

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.

 **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 ORC §3302.03 per Every Student Succeeds 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 full-time would report an FTE of 1.0 as would a full-time 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 1. 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"> • 999412 (Preschool Special Education) • 999414 (Special Education)
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 Licensed
- 2 Classified
- 3 Internship
- 5 Veteran (ORC §3319.283)

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

Ohio Revised Code §3319.283 Veteran not certificated 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 June 30, 1997;
 - (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. However, an individual employed under this section is not a properly certified or licensed teacher for purposes of the school district's compliance with section 3319.074 of the Revised Code. Each individual employed under this section 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.

(C) The superintendent of public instruction may revoke the right of an individual employed under division (A) of this section to teach if, after an investigation and an adjudication conducted pursuant to Chapter 119. of the Revised Code, the superintendent finds that the person is not competent to teach the subject the person has been employed to teach or did not fulfill the requirements of division (A) of this section. No individual whose right to teach has been revoked under this division shall teach in a public school, and no board of education may engage such an individual to teach in the schools of its district.

Notwithstanding division (B) of this section, a board of education is not required to comply with the provisions of sections 3311.81, 3311.82, 3319.11, and 3319.16 of the Revised Code with regard to termination of employment if the superintendent, after an investigation and an adjudication, has revoked the individual's right to teach.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Staff Employment (CK) 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 (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., 2020 (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)
	85-86	Filler	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)
	110-111	Filler	PIC X(2)
	112-113	Filler	PIC X(2)
	114	Filler	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