

# **EMIS MANUAL**

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

**Version 6.1**

July 1, 2025

## 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>6.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>26-54</u>	<u>Clarified reporting of Position FTE for contracted staff.</u>
6.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
5.7	8/18/23	FY24	24-17	Corrected valid options for Position FTE.
5.7	8/18/23	FY24	24-17	Clarified reporting guidance for Employee ID.
5.7	8/18/23	FY24	24-17	Review and revision of section.
5.6	7/1/22	FY23	NA	Posted for FY23.
5.5	7/1/21	FY22	NA	Posted for FY22.
5.4	7/1/20	FY21	NA	Posted for FY21.
5.3	7/8/19	FY20	NA	Posted for FY20.
5.2	7/2/18	FY19	NA	Posted for FY19.
5.1	2/9/18	FY18	NA	No FY18 changes.
5.0	7/17/17	FY17	NA	No FY17 changes.
4.0	8/16/16	FY16		Added Coming Changes section.
3.0	11/18/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	6/12/15	FY14K	1010	Removed references to unit funding.

## COMING CHANGES

The 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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## 3.5 CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

### ***Required Collection Requests***

The Contractor Staff Employment (CJ) Record is to be reported for the Initial and Final Staff and Course (L) Collections.

### ***General Guidelines***

The Contractor Staff Employment (CJ) Record is an extension of the Staff Employment (CK) Record. It allows contractors to report the amount of time (or Position FTE) that staff members serve resident/educating districts. Contractor Staff Employment (CJ) Records are only reported by contractors that are EMIS reporting entities. Contracting districts and non-EMIS reporting entities never report CJ Records.

At least one CJ Record is required to be reported by each contractor for each staff member providing services or teaching at a contracting district. Staff who are serving or teaching at multiple districts must have multiple CJ Records reported; there should be one CJ Record for each contracting district. In some cases, one class will include students from multiple contracting districts. In these situations, a separate CJ Record should be reported for each contracting district.

For reporting guidance regarding specific contracting situations and which entity reports this record—as well as other staff data, student data, and course data—see EMIS Manual Section 3.2 Reporting Contracted Staff.

***Programs and Services Provided to Students.*** There are a number of positions for which a resident/educating district may contract with an ESC or another EMIS reporting entity. Examples of such positions include but are not limited to the following.

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

These staff members should only have a Contractor Staff Employment (CJ) Record reported in specific situations. A Contractor Staff Employment (CJ) Record should be reported if any of the following apply.

- The staff member will enable the contracting district to receive preschool related services funding (use assignment area 999412)
- The contractor is an EMIS reporting entity other than an ESC
- The contractor is an ESC, and the service is not one that is provided to all but a few member districts. A CJ Record must be reported for any staff member who will be included in the staff FTEs on the report card. See Category #3, Situation B in EMIS Manual Section 3.2 Reporting Contracted Staff.

A Contractor Staff Employment (CJ) Record should *not* be reported if the contractor is an ESC *and* the staff member provides a service that is provided to nearly all ESC member districts as a part of the basic service offerings of the ESC.

**Courses.** A resident/educating district may contract with an ESC or another EMIS reporting entity for a staff member to teach a course. A staff member teaching a course to students from one or multiple districts is required to have a Contractor Staff Employment (CJ) Record reported by the contractor for each contracting district being served by the staff member. The contractor (i.e., the ESC) does not report a Staff Course (CU) or Course Master (CN) Record for these teachers. See EMIS Manual Section 3.2 Reporting Contracted Staff for more detailed information on which entity reports which records.

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

- The administrator is serving in the contracting district as a principal for one of the contracting district’s buildings
- The administrator is serving as the superintendent or treasurer for the contracting district
- The administrator is a gifted coordinator or preschool special education supervisor
- The contractor is not an ESC
- An administrator contracted from an ESC is providing a specific administrative service in a specific district that is not normally provided to all member districts

### **Contractor Staff Employment Data Elements**

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

#### **Contracting District IRN Element**

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

#### **Valid Options**

State assigned six-digit code

#### **Employee ID Element**

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

#### **Valid Options**

A valid nine-character code

**Reporting Instructions.** 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.

☀ **Local Contract Code Element**

Record Field Number	CJ090
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

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

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

☀ **Position Code Element**

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

**Valid Options**

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

**Reporting Instructions.** Report the position for which the resident/educating district is contracting. Valid options can be found in EMIS Manual Section 3.9 Position Codes.

☀ **Position FTE Element**

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

**Valid Options**

0.00 – 2.00

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

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

[For staff whose time is 100% contracted out to another entity, the Position FTE on the CJ Record should equal the Position FTE on the associated CK Record. If a staff member is contracted out to another entity and also works for the employing district, then the Position FTE on the CJ Record should be less than the Position FTE on the associated CK Record. For example, consider a teacher with an 8-hour work day who works for the employing district 4 hours a day and is contracted out to another entity 4 hours a day.](#)

The employing district would report a CJ Record with a Position FTE of 0.50 and a CK Record with a Position FTE of 1.00.

### ***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 Contractor Staff Employment (CJ) Record, each combination of values in the following fields must be unique.

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

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

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CJ010	9-10	Sort Type	PIC X(2)
		Always "CJ"	
	11	Filler	PIC X
CJ020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
CJ030	16	Data Set	PIC X
		L – Staff/Course	
CJ040	17-22	District IRN	PIC X(6)
CJ050	23-31	Employee ID	PIC X(9)
CJ060	32-34	Position Code	PIC 9(3)
CJ070	35-40	Contracting District IRN	PIC 9(6)
CJ080	41-43	Position FTE	PIC 9V99
CJ090	44-46	Local Contract Code	PIC X(3)