

EMIS Change 26-54

This change clarifies the reporting of Position FTE for contracted staff. The FTE reported on the CJ Record should be less than or equal to the FTE reported on the associated CK Record.

SECTION 3.5: CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

☀ **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.