

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS

Year: 2020-21

Data Element Number: **204000**

Data Element Name: **Employee Type**

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A code to identify the type of employment with the school board.

<b>Code</b>	<b>Definition/Example</b>
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CF	Contracted full-time employee
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CP	Contracted part-time employee
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RF	Regular full-time employee
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RP	Regular part-time employee
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ST	Student employee
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TF	Temporary full-time employee
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TP	Temporary part-time employee
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Note: Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Note: Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

Note: An employee who works under contract for the school district. A contract employee is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

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**Surveys Required:**

Survey 2	Yes
Survey 3	Yes
Survey 5	Yes
Survey 8	Optional

**Appendixes:**

None

**Description of Changes:**

7/1/2020 Formats Requi	Added Staff Fiscal Year Salaries as a required format.
7/1/2017 Notes	Added a Note regarding contracted employees.
7/1/2017 Codes	Added Codes CF and CP for full-time and part-time contracted staff members.