Data Element Number: **204000**  
Data Element Name: **Employee Type**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF</td>
<td>Contracted full-time employee</td>
</tr>
<tr>
<td>CP</td>
<td>Contracted part-time employee</td>
</tr>
<tr>
<td>RF</td>
<td>Regular full-time employee</td>
</tr>
<tr>
<td>RP</td>
<td>Regular part-time employee</td>
</tr>
<tr>
<td>ST</td>
<td>Student employee</td>
</tr>
<tr>
<td>TF</td>
<td>Temporary full-time employee</td>
</tr>
<tr>
<td>TP</td>
<td>Temporary part-time employee</td>
</tr>
</tbody>
</table>

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
Data Element Number: 204000
Data Element Name: Employee Type

**Surveys Required:**
- Survey 2: Yes
- Survey 3: Yes
- Survey 5: Yes
- Survey 8: Optional

**Appendixes:**
None

**Description of Changes:**
- *7/1/2020 Formats Required:* 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.