

STAFF DATA ELEMENTS

2025-26



Data Element Number: **204000**

Data Element Name: **Employee Type**

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

Code	Definition/Example
CF	Contracted full-time employee
CP	Contracted part-time employee
RF	Regular full-time employee
RP	Regular part-time employee
ST	Student employee
TF	Temporary full-time employee
TP	Temporary part-time employee

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.

Data Element Detailed Information

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

Length:	2	<b>Use Types:</b>	
Data Type:	Alphabetic	State Reporting:	Yes
Year Implemented:	9091	Local Accountability:	Yes
State Standard:	No	FASTER:	
Required Grades:		Migrant Tracking:	

**Applicable Format And Edit**

Formats Required:	Edits Required:
Staff Demographic Information	1\$,24,2C,2D,2V,38,54, 59
Staff Fiscal Year Salaries	16,1B,37,38,82
Staff Payroll Information	17,27,43,54,58,62,65,66

**Programs Required:**

**Surveys Required:**

**Appendices:**

Survey 2      Yes  
 Survey 3      Yes  
 Survey 5      Yes

None

**Description of Changes:**

10/10/2023      Removal of Survey 8. Data collection no longer conducted.  
 7/1/2020      Added Staff Fiscal Year Salaries as a required format.  
 7/1/2017      Added a Note regarding contracted employees.  
 7/1/2017      Added Codes CF and CP for full-time and part-time contracted staff members.