



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	Use Types:	
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:

Staff Demographic Information

Staff Fiscal Year Salaries

Staff Payroll Information

Edits Required:

1\$,24,2C,2D,2V,38,54, 59

16,1B,37,38,82

17,27,43,54,58,62,65,66

Programs Required:

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendices:

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.