



DOE AUTOMATED STAFF DATABASE: OVERVIEW OF 2017-18 CHANGES

By: SONJA BRIDGES

Staff Reporting Program Specialist



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SUMMARY OF REVISIONS FOR 2017-18 STAFF DATABASE REPORTING:

- **FORMATS**
- **DATA ELEMENTS**
- **EDITS**



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FORMATS

STAFF REPORTING FORMATS
WITH UPDATES FOR 2017-18

STAFF DEMOGRAPHIC INFORMATION FORMAT

UPDATES

<u>Item No.</u>	<u>From-To</u>	<u>Size</u>	<u>Field Char.</u>	<u>Field Description</u>
8	74-74		1	Reading Endorsement, Competency 1
9	75-75		1	Reading Endorsement, Competency 2
10	76-76		1	Reading Endorsement, Competency 3
11	77-77		1	Reading Endorsement, Competency 4
12	78-78		1	Reading Endorsement, Competency 5
13	79-79		1	Reading Endorsement, Competency 6
39 34	157-157		1	Highly Qualified Paraprofessional

(After deleting the Reading Endorsement Competency 1-6 fields, the format had to be re-numbered.)



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DATA ELEMENTS

UPDATED AND DELETED
DATA ELEMENTS FOR 2017-18

UPDATED DATA ELEMENTS

Data Element Name	2017-18 Updates
Employee Type	<p><u>New Codes CF and CP:</u></p> <ul style="list-style-type: none"> • Code CF – Contracted Full-time Employee • Code CP – Contracted Part-time Employee <p><u>New Note:</u></p> <ul style="list-style-type: none"> • 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.
Florida Educators Certificate Number	<p>Changed the code definition for clarification of Rule 6A-6.0361, F.A.C. <u>Code 9999999999:</u></p> <ul style="list-style-type: none"> • A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved non- public school or community facility in accordance with Rule 6A-6.0361, FAC.

UPDATED DATA ELEMENTS

Data Element Name	2017-18 Updates
<p>Grandfathered Salary Schedule Pay Type Indicator</p>	<p>Revised definition to change the date requirement according to F.S. 1012.22(1)(c)4.a.</p> <ul style="list-style-type: none"> Grandfathered Salary Schedule Pay Type Indicator denotes whether the instructional staff member or school administrator, that was hired prior to 07/01/2014, was appointed for the first time on or after 07/01/2014 to a position in the capacity of instructional personnel or school administrator and was placed on the performance salary schedule. (S. 1012.22 (1) (c)5.a. (II), F.S.) <p>Provided clarifying language in note for when ‘change in capacity’ applies.</p> <ul style="list-style-type: none"> A change in capacity during the reporting year where employee’s Job Code changed from lines 09-19 to 21-43, inclusive, of the Public Schools Staff Survey -EEO-05; or changed from lines 21-43 to 09-19, inclusive.

UPDATED DATA ELEMENTS

Data Element Name	2017-18 Updates
<p>Highly Qualified Paraprofessional</p>	<ul style="list-style-type: none"> • Changed the data element name to comply with the Every Student Succeeds Act (ESSA) by removing the word ‘Highly’. • Removed reference to NCLB in definition. <ul style="list-style-type: none"> ○ A code to indicate the qualification status of a paraprofessional. in relation to No Child Left Behind (NCLB) requirements. • Added clarifying language to code “B” and removed reference to NCLB in code “D.” <ul style="list-style-type: none"> ○ B - Has two years of study at an institution of higher education (completed 60 semester hours) ○ D - Not NCLB qualified
<p>Personnel Evaluation</p>	<p><u>Revised Code H:</u></p> <ul style="list-style-type: none"> • Code H – The instructional staff member or school administrator was required to receive an evaluation but was not evaluated. <p><u>New Code I:</u></p> <ul style="list-style-type: none"> • Code I – The instructional staff member or school administrator was not required to be evaluated.

UPDATED DATA ELEMENTS

Data Element Name	2017-18 Updates
<p>Salary Schedule Pay Type</p>	<p>Revised definition:</p> <ul style="list-style-type: none"> The pay type on the district salary matrix from which the instructional staff member or school administrator is paid. <p>Revised Code A:</p> <ul style="list-style-type: none"> Instructional personnel or school administrators hired prior to July 1, 2014 paid on a salary schedule that excludes adjustments for advanced degrees. <p>Added Notes:</p> <ul style="list-style-type: none"> Grandfathered salary schedule - The district school board shall adopt a salary schedule or salary schedules to be used as the basis for paying all school employees hired before July 1, 2014. Instructional personnel on annual contract as of July 1, 2014, shall be placed on the performance salary schedule. Any employee who opts into the performance salary schedule may not return to the grandfathered salary schedule. Beginning July 1, 2014, instructional personnel or school administrators new to the district, returning to the district after a break in service without an authorized leave of absence, or appointed for the first time to a position in the district in the capacity of instructional personnel or school administrator shall be placed on the performance salary schedule. Employees hired on or after July 1, 2014, or employees who choose to move from the grandfathered salary schedule to the performance salary schedule shall be compensated pursuant to the performance salary schedule.

DELETED DATA ELEMENTS

Data Element Name	2017-18 Updates
Reading Endorsement, Competency 1	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18
Reading Endorsement, Competency 2	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18
Reading Endorsement, Competency 3	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18
Reading Endorsement, Competency 4	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18
Reading Endorsement, Competency 5	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18
Reading Endorsement, Competency 6	<ul style="list-style-type: none"> DATA ELEMENT DELETED FOR 2017-18



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EDITS

**STAFF FORMATS WITH
UPDATED AND DELETED *“EDITS”*
FOR 2017-18**

UPDATED STAFF DEMOGRAPHIC EDITS

10. Personnel Evaluation code must be C-I or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. If Survey Period Code = 5, and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar); **or 52015 or 55052 (PK Teachers);** or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-**I**. -*record rejected*-

1P. If the employee's Job Code, Primary is 51080, **52015**, 52080, 53080, 54080, **55052**, 55080, 59080, **or 73026**, then the Personnel Evaluation code must be Z. -*record rejected*-

1Q. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), and if the District Number is not 68, then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H **or I**, then must be zero. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero. -*record rejected*-

UPDATED STAFF DEMOGRAPHIC EDITS (con't)

1R. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not **52015 or 55052 (PK Teachers)**, or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H **or I**, then must be zero. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero. *-record rejected-*

1S. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar, **or 52015 or 55052 (PK Teachers)**, or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 33. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. *-record rejected-*

UPDATED STAFF DEMOGRAPHIC EDITS (*con't*)

1T. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), **or 52015 or 55052 (PK Teachers)**, or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Student Performance Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H **or I**, then must be zero. For all other employees the Personnel Evaluation, Student Performance Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Student Performance Component must be zero. *-record rejected-*

1U. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), **or 52015 or 55052 (PK Teachers)**, or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then Personnel Evaluation, Measures of Student Performance code must be B-K. For all other employees the Personnel Evaluation, Measures of Student Performance code must be Z. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Performance must be Z. *-record rejected-*

UPDATED STAFF DEMOGRAPHIC EDITS (*con't*)

1W. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not **52015 or 55052 (PK Teachers) or** 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 33, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100. *-record rejected-*

1#. If Survey Period Code = 5, and the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or **52015 or 55052 (PK Teachers), or** 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and Personnel Evaluation code is C-G then the Personnel Evaluation, Instructional Leadership Component or the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 or less than or equal to 67. *-record rejected-*

UPDATED STAFF DEMOGRAPHIC EDITS

1\$. If Survey Period Code is 3 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not **52015 or 55052 (PK Teachers), or** 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP, **CF, CP** or TF, and if Employment Date, Current Position is on or after July 1 of the current fiscal year, then the Personnel Evaluation code must be C-**I**. *-record rejected-*

2G. If any of the **five** Reading Endorsement, Competency (**Adopted 2011**) codes = Z, then all the codes for Reading Endorsement, Competency (**Adopted 2011**) must be Z. *-record rejected-*

2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. *-record rejected-*

2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. *-record rejected-*

2J. If Survey Period is 2, 3 or 5 and the **Highly** Qualified Paraprofessional code is A, B, C, or D, then the Job Code must begin with 51, 52, 53, 54, 55 or 59. *-record rejected-*

UPDATED STAFF DEMOGRAPHIC EDITS (*con't*)

2K. If Survey Period is 2, 3 or 5, then the **Highly** Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5).
-record rejected-

2O. If any of the **five** Reading Endorsement, Competency (**Adopted 2011**) codes = P, then all the codes for Reading Endorsement, Competency (**Adopted 2011**) must be P. *-record rejected-*

2R. If any of the **five** Reading Endorsement, Competency (**Adopted 2011**) codes = C, then all the codes for Reading Endorsement, Competency (**Adopted 2011**) must be C. *-record rejected-*

2S. If any of the **five** Reading Endorsement, Competency (**Adopted 2011**) codes = R, then all the codes for Reading Endorsement, Competency (**Adopted 2011**) must be R. *-record rejected-*

2Z. If any of the **five** Reading Endorsement, Competency (**Adopted 2011**) codes = G, then all the codes for Reading Endorsement, Competency (**Adopted 2011**) must be G. *-record rejected-*

UPDATED STAFF DEMOGRAPHIC EDITS (*con't*)

24. Employee Type code must be RF, RP, TF, TP, **CF, CP** or ST. *-record rejected-*

33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the **Highly** Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. *-state validation 3-*

34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the **Highly** Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. *-state validation 3-*

35. If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the **Highly** Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. *-state validation 3-*

UPDATED STAFF DEMOGRAPHIC EDITS (*con't*)

36. If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the **Highly** Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. *-state validation-*

38. For Survey Period Code 2 or 3, if the employee's Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF, TF or **CF**, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. *-state validation 3-*

55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF), temporary full-time (TF) and **contracted full-time (CF)** employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. *-exception report-*

DELETED STAFF DEMOGRAPHIC EDITS FOR 2017-18

- DELETED Edit Numbers: ~~1I, 1J, 1K, 1L, 22, 2L, 2M, 2N, 2P, 2Q~~

Edit: 1I	If Reading Endorsement, Competency 1 code is Y, then Reading Endorsement, Competency 1 (Adopted 2011) code must be N.
Edit: 1J	If Reading Endorsement, Competency 2 code is Y, then Reading Endorsement, Competency 2 (Adopted 2011) code must be N.
Edit: 1K	If Reading Endorsement, Competency 3 code is Y, then Reading Endorsement, Competency 3 (Adopted 2011) code must be N.
Edit: 1L	If Reading Endorsement, Competency 4 code is Y, then Reading Endorsement, Competency 4 (Adopted 2011) code must be N.
Edit: 22	Reading Endorsement, Competency 1 code must be Y, N, C, R, P, G or Z.
Edit: 2L	Reading Endorsement, Competency 2 code must be Y, N, C, R, P, G or Z.
Edit: 2M	Reading Endorsement, Competency 3 code must be Y, N, C, R, P, G or Z.
Edit: 2N	Reading Endorsement, Competency 4 code must be Y, N, C, R, P, G or Z.
Edit: 2P	Reading Endorsement, Competency 5 code must be Y, N, C, R, P, G or Z.

UPDATED

STAFF ADDITIONAL JOB ASSIGNMENTS EDITS

11. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. *-record rejected-*

12. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. *-record rejected-*

13. If the **Highly** Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59 *-record rejected-*

14. Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). *-record rejected-*

UPDATED STAFF PAYROLL EDITS

17. Employee Type code must be RF, RP, TF, TP, **CF, CP** or ST. *-record rejected-*

56. If Salary Schedule Pay Type equals A, then Employment Date, Original Position on the Staff Demographic Information format must be prior to **07012014**. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. *-state validation-*

57. If Salary Schedule Pay Type equals 1-7 or A, then Employment Date, Original Position on the Staff Demographic Information record must be prior to **07012014**. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. *-state validation-*

58. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if Employee Type = RF or TF and Salary Schedule Pay Type is not 0 or 8, and the Employment Date, Original Position on the Staff Demographic Information record is on or after **07012014**, then Salary Schedule Pay Type must equal B. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. *-state validation-*



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DATA QUALITY REPORTING

REPORTING TIPS AND REMINDERS

Staff Demographic Format

~ *Survey Reporting* ~

During Survey Period 8, submit a staff demo record for all instructional staff members for use in the Progress Monitoring and Reporting Network (PMRN).

During Surveys 2 and 3, submit a staff demo record for ***all*** staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. ***Contracted employees should be reported as well although they are not part of a district's payroll system.***

During Survey 5, submit a staff demo record for any staff member employed or contracted at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

Staff Demographic Format Staff Payroll Format

~ REMINDERS ~

- For Survey Periods 2 and 3 at the end of the state processing period, if there are any Staff Demographic records without a matching Staff Payroll record or any Staff Payroll records without a matching Staff Demographic record, the unmatched records will be deleted from the staff database.
- Districts should check validation reports for the Staff Demographic and Staff Payroll formats for records that may fall in the categories of no matches and submit the missing record. *[Edit #30 on the F61399 Staff Demo Validation report and edit #50 on the F61401 Payroll Validation report.]*
- The **validity** of an employee's record during Surveys 2 and 3 reporting are based on matching Staff Demo and Staff Payroll records.

Data Element: Contract Status

When reporting **Contract Status**, districts should identify the contract status of instructional personnel. (*EEO Lines 21-43, excluding substitutes*)

- Districts should report Contract Status code of ZZ *only* **if** the employee is a non-instructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule.
- **Contract Status code** must be AC, CC, MY, PC, PS, or SS for employees whose Salary Schedule Pay Type equals 1-7, A or B, unless the employee's Job Code places the employee on lines 09-20, inclusive, of the Public Schools Staff Survey – EEO-5, then Contract Status code must be ZZ. All others must be ZZ. *-record rejected - (Staff Payroll Information Edit #49)*

Districts are reporting contract status of ZZ for many employees that should be reported with Contract Status Codes of AC, CC, MY, PC, PS, or SS. As a result, the staff salaries publications and reports are not calculating all of the instructional personnel for some districts because the publications and reports calculate salaries using Salary Schedule Pay Types 1-7, A and B. If districts are reporting Contract Status Code = ZZ and Salary Schedule Pay Types of 0 and 8, these instructional personnel are not included in the calculations.

Data Element: Florida Educators Certificate Number

When reporting **Florida Educators Certificate Number**, districts should report the ten-digit number that is either assigned by the Department of Education for a teacher or a district- assigned number.

Florida Educators Certificate Number Codes:

- **Code 0000000000**, Employee has no assigned certificate number.
- **Code 0000999999**, A number assigned to a community college or university instructor for reporting purposes.
- **Code 9999999999**, A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.
- **0000000001- 0000999998, 0001000000- 0009999999**: The **regular** number assigned by the Certification Section of the Florida Department of Education.

1012.55 *Positions for which certificates required.— (1)(b) Each person employed or occupying a position as school supervisor, school principal, teacher, library media specialist, school counselor, athletic coach, or other position in which the employee serves in an instructional capacity, in any public school of any district of this state shall hold the certificate required by law and by rules of the State Board of Education in fulfilling the requirements of the law for the type of service rendered. (2)(a) Each person who is employed and renders service as an athletic coach in any public school in any district of this state shall hold a valid temporary or professional certificate or an athletic coaching certificate.*

Districts should report the Florida Educators Certificate Number Code assigned by the Certification Section of the Florida Department of Education for all instructional personnel and school administrators.

Data Element: Grandfathered Salary Schedule Pay Type Indicator

When reporting ***Grandfathered Salary Schedule Pay Type Indicator***, districts should report the instructional staff member or school administrator, that was hired prior to 07/01/2014, appointed for the first time on or after 07/01/2014 to a position in the capacity of instructional personnel or school administrator during the reporting year and placed on the performance salary schedule

- Code **N**, Instructional staff member or school administrator **was not** appointed to a position that changed in capacity;
- Code **Y**, Instructional staff member or school administrator **was** appointed to a position that changed in capacity.
- Code **Z**, Not applicable (*Instructional staff member or school administrator was hired on or after 07/01/2014*)

Report a change in capacity **during the reporting year** where employee's Job Code changed from lines 09-19 to 21-43, inclusive, of the Public Schools Staff Survey - EEO-05; or changed from lines 21-43 to 09-19, inclusive.

Data Element: Personnel Evaluation

When reporting *Personnel Evaluation during Survey 5*, districts should report the code that indicates the level of performance on the evaluation of the instructional staff member or school administrator in accordance with Section 1012.34, Florida Statutes.

If the employee's Job Code places the employee on lines 09-19 (school administrator) or 21-43 (instructional staff member), of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar); or 52015 or 55052 (PK Teachers); or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code **must** be C-I.

If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080 (substitute teacher); or 52015, 55052 (PK Teachers) or 73026 (Registrar), then the Personnel Evaluation code **must** be Z.

Data Element: Salary Schedule Pay Type

When reporting **Salary Schedule Pay Type**, districts should report the pay type on the district salary schedule from which the instructional staff member or school administrator is paid.

- Report **Code = 0** if the employee is not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
- Report **Code = 8** for instructional personnel that are paid a Flat Rate; ex. JROTC instructors
- Report **Codes 1-7 or A** for instructional personnel or school administrators hired prior to July 1, 2014. *(If the employee opt into the performance salary schedule, he/she may not return to the grandfathered salary schedule. [F.S. 1012.22(1)(c)4.a.]*)
- Report **Code = B** for Instructional personnel or school administrators (regardless of the employee's hire date) **paid on a Performance Salary Schedule**. *(Instructional personnel on annual contract as of July 1, 2014, shall be placed on the performance salary schedule.)*

As of July 1, 2014, instructional personnel or school administrators new to the district, returning to the district after a break in service without an authorized leave of absence, or appointed for the first time to a position in the district in the capacity of instructional personnel or school administrator shall be placed on the performance salary schedule.

CHANGES TO DATABASE MANUALS

~ REMINDERS ~

- Changes to Staff and Student database manuals are posted Fridays on the web at: <http://fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml>.
- Email notifications are **not** sent to districts regarding changes made to the database manuals throughout the year.
- It is strongly recommended that districts view updates once a week.

FALL 2016 PUBLIC SCHOOLS STAFF SURVEY

NEW HIRES - INSTRUCTIONAL PERSONNEL

The purpose of this survey is to collect data on the teaching/instructional assignments of new staff hired in the district to support the department's goal to increase the supply of highly effective and qualified teachers and to meet state reporting requirements as specified in Sections 1001.03(5) and 1012.07(1), Florida Statutes, in identifying critical teacher shortage areas.

New Hires (July 1 through October 1): Include the newly hired personnel, grades PK-12, hired between July 1, 2017, and October 1, 2017, for the 2017-18 school year.

Access Link: <http://app4.fldoe.org/NewHiresSurvey/>

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

In accordance with §1012.21(2)(a)(b), Florida Statutes, with reference to the “Computer database of certain persons whose employment was terminated,” each district school superintendent shall report to the Florida Department of Education the name of any person terminated under 1012.33(1)(a) or (4)(c) *within 10 working days after the date of final action by the district school board on the termination.*

The Staff Terminations Database should be maintained regularly to adhere to the requirements of the statute.

Access Link: <https://app1.fldoe.org/EIAS/StaffTerminations>



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SURVEY DATES

2017-18 SURVEY DATES

SURVEYS REQUIRED FOR

STAFF REPORTING

SURVEYS: 8, 2, 3, & 5

2017-18 SURVEY DATES

SURVEY 8:

State Processing: July 24 - September 28, 2017

SURVEY 2:

Survey Week: October 9-13, 2017

Due Date: October 20, 2017

State Processing: October 16 - November 3, 2017

Final Update/Amendment Date: December 15, 2017

SURVEY 3:

Survey Week: February 5-9, 2018

Due Date: February 16, 2018

State Processing: February 12-March 2, 2018

Final Update/Amendment Date: April 15, 2018

SURVEY 5:

Due date: July 27, 2018

State processing: July 23 – August 24, 2018

Final Update/Amendment Date: October 31, 2018



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CONTACT INFORMATION

SONJA D. BRIDGES, Ed.D.

PK-12 Education Information Services

Phone: 850-245-9078

Fax: 850-245-9097

Email: Sonja.Bridges@fldoe.org

2017-18 Staff Database Manual website

<http://fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-staff-info-system/index.stml>



www.FLDOE.org

