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

Year: 2024-25

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.

**Length:**    2

**Data Type:**    Alphabetic

**Year Implemented:**    9091

**State Standard:**    No

**Use Types:**

State Reporting:    Yes

Local Accountability:    Yes

FASTER:

Data Element Number:     **204000**

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Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**      Staff Demographic Information DB9 27x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**      Survey 2      Yes

Survey 3      Yes

Survey 5      Yes

**Appendixes:**            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. |