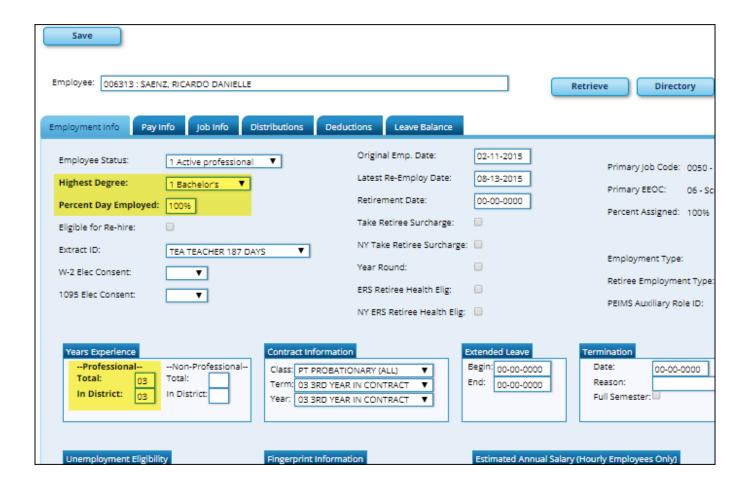


## summer\_submission\_verify\_hr\_employment

## **Table of Contents**

iii



Interchange: StaffAssociationExtension

**Complex Type: StaffExtension** 

**Description:** Represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

The following elements from the StaffExtension complex type are included in Submission 3:

☐ HIGHEST-DEGREE-LEVEL-CODE **Highest Degree** (E0730) (Code table: C015) is the highest grade level in school completed or its equivalent, or the highest degree received.

☐ TOTAL-YEARS-PROF-EXPERIENCE **Years Experience** (**Professional**) - **Total** (E0130) is the number of verifiable years of creditable experience. Only completed years of professional experience (not including the current year) are counted. This is only reported for professional staff.

☐ YEARS-EXPERIENCE-IN-DISTRICT **Years Experience** (**Professional**) - **In District** (E0161) is the number of completed years that a person has been employed in any professional position in the current district or education service center, whether or not there has been any interruption in service.



Interchange: StaffAssociationExtension
Complex Type: StaffEducationOrgEmploymentAssociationExtension

**Description:** Represents the education organization an employee, contractor, volunteer or other service provider is formally associated with, typically indicated by which organization the staff member has a services contract with or receives their compensation.

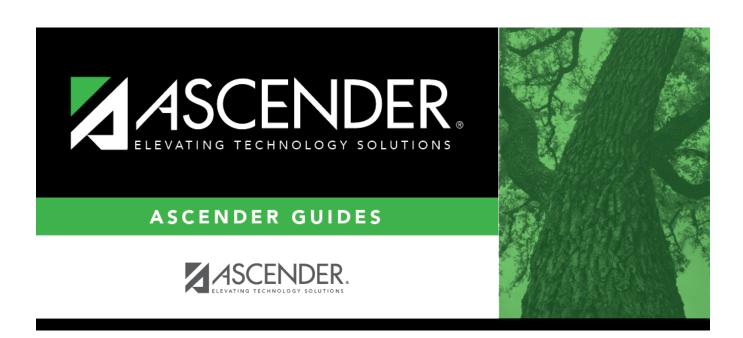
Only staff with ROLE-ID 047 (Substitute Teacher) or 087 (Teacher) are required to be submitted in Submission 3.

The following element from the *StaffEducationOrgEmploymentAssociationExtension* complex type is included in Submission 3:

□ PERCENT-DAY-EMPLOYED Percent Day Employed (E0760) is the percentage of a standard district work day for which the employee is hired to work. For an employee on contract, the percentage can be determined directly from the contract: full-time = 100, half- time = 050, and so on. For a non-contract employee, the percentage can be determined as follows.

**Example:** The standard work day for the district is 7 hours. An employee is hired to work for 4 hours per day. This data element is coded as 057 for the employee because 4/7 = .571, which is rounded down.

Employees such as cafeteria workers and bus drivers who work only a few hours each day should not be reported as 100 in this field. Consider the number of hours worked in relation to the standard district work day, not the job.



## **Back Cover**