

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Employee Demographic Data Elements

DED#	DATA ELEMENT NAME	PICTURE	PAGE
EMPLOYEE DEMOGRAPHIC ATTRIBUTES			
EB00	EMPLOYEE-IDENTIFIER	X(09)	16.02
EB01	EMPLOYEE-IDENTIFIER-STATUS	X(01)	16.03
EB02	EMPLOYEE-BIRTH-DATE	9(08)	16.04
EB03	EMPLOYEE-GENDER	X(01)	16.05
EB04	EMPLOYEE-ETHNICITY	DELETED	16.06
EB05	EMPLOYEE-CITIZENSHIP	X(01)	16.07
EB06	EMPLOYEE-DISABILITY-STATUS	X(01)	16.08
EB07	EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY	X(01)	16.09-011
EB08	EMPLOYEE-EMPLOYMENT-CLASSIFICATION	X(01)	16.012-013
EB09	EMPLOYEE-EMPLOYMENT-STATUS	X(01)	16.014-015
EB10	EMPLOYEE-DATE-OF-EMPLOYMENT	DELETED	16.016
EB11	EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION	X(01)	16.017
EB12	EMPLOYEE-ANNUAL-SALARY	9(06)	16.018
EB13	EMPLOYEE-ADDITIONAL-MONETARY-COMPENSATION	9(06)	16.019
EB14	EMPLOYEE-MULTI-ETHNICITY	X(21)	16.020

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DED#	DATA ELEMENT NAME	FORMAT
EB00	EMPLOYEE-IDENTIFIER	X (09)

This element **uniquely** identifies an employee within a district. All individual employee data must be identified by this element. It is highly recommended that Social Security Number (SSN) be reported.

RULES:

USE

Social Security Number (SSN)

District-Assigned **Unique** Number
(LEFT JUSTIFIED)
(IF LESS THAN 9 CHARACTERS
FILL TO THE RIGHT WITH BLANKS
NOT WITH ZEROES.)

IF

Employee SSN is known

Employee SSN is not known

Related Element Note:

1. Use EB01 (EMPLOYEE-IDENTIFIER-STATUS) to indicate which of the above methods was used to identify the employee.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB01	EMPLOYEE-IDENTIFIER-STATUS	X (01)

This element describes the method used to code element EB00 (EMPLOYEE-IDENTIFIER).

RULES:

<u>USE</u>	<u>IF</u>
S	Social Security Number (SSN)
C	District-Assigned <u>Unique</u> Number

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB02	EMPLOYEE-BIRTH-DATE	9 (08)

This element indicates the employee's birth date. It is highly recommended that the actual birth date be reported.

RULES:

Standard date format is YYYYMMDD.

USE IF

YYYY Year

MM Month, Valid numbers are 01 thru 12

DD Day, Valid numbers are 01 thru 31,
(Day must be valid for respective month)

99999999 Unknown

NOTE: Age is computed from the birthdate. Although there are employees younger than 17 years old or older than 72 years old working at the district/college, there is a "reasonable" range check 17-72 for district verification. Demographic records outside this range check are **NOT** rejected.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB03	EMPLOYEE-GENDER	X (01)

This element describes the employee as female or male.

RULES:

<u>USE</u>	<u>IF</u>
F	Female
M	Male

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB04	EMPLOYEE-ETHNICITY	X (02)

This element describes the employee's ethnic background.

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB05	EMPLOYEE-CITIZENSHIP	X (01)

This element describes the employee's citizenship.

RULES:

USE

IF

C

1. U.S. Citizen, including resident aliens holding Form I-551/155.
or
2. Dual-Citizenship and is a U.S.A. citizen

N

Non-Resident Alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB06	EMPLOYEE-DISABILITY-STATUS	X (01)

This element describes the employee's disability condition.

A Disabled Person is any person who:

1. Has a physical or mental impairment which substantially limits one or more Major Life Activities*, or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

RULES:

<u>USE</u>	<u>IF</u>
1	Disabled
2	Not Disabled

* Major Life Activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

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DED#	DATA ELEMENT NAME	FORMAT
EB07	EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY	X (01)

This element's codes describe the single primary EE06 Occupational Activity of the employee as determined by the institution.

RULES:

USE

1

IF

Executive, Administrative, and Managerial: Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof; includes assignments requiring development of management policies or general business operations of the institution department, or subdivision, etc.; requires incumbent to exercise discretion and independent judgment and to direct the work of others. Report all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators such as associate dean, assistant dean, executive officer of academic departments, or the equivalent. Do not use this code for faculty on released time to perform administrative or managerial responsibilities.

NOTE -- Supervisors of non-professional employees (technical, clerical, skilled crafts, and service/maintenance) are to be reported within the specific categories of the personnel they supervise.

2

Faculty: Report all faculty (regular, contract, temporary, adjunct and associate) who hold academic-rank titles such as counselor, librarian, professor, associate professor, assistant professor, instructor, lecturer, healthcare, learning disabilities, DSPS, EOPS professionals, or the equivalent of any of these academic ranks. Use this code for faculty on released time to perform administrative or managerial responsibilities (e.g., department head, chairpersons, or the equivalent.) Do not include student teachers or research assistants. Do not include librarians or counselors who are not considered faculty.

3

Professional (Non-Faculty): Report all people employed for the primary purpose of performing academic support, student service, and institutional support activities whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as non-faculty librarians, accountants, human resources specialists, lawyers, and pharmacists. Include information technology staff requiring and possessing a minimum of a Bachelor's degree.

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DED#	DATA ELEMENT NAME	FORMAT
EB07	EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY-CONTINUED	X (01)
4	<p><u>Clerical/ Secretarial:</u> Report all people whose assignments typically are associated with secretarial/clerical activities or have responsibility for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office (excluding information technology staff). Include employees such as secretaries, typists clerks, administrative assistants, bookkeepers, stenographers, office machine operators, statistical clerks, payroll clerks, accounting technicians, etc.</p>	
5	<p><u>Technical / Paraprofessional:</u> Report all people whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as offered in many 2-year technical institutes, community colleges, or through equivalent on-the-job training. Include information technology staff who require and possess less than a Bachelor's degree, operators, drafters, engineering aides, junior engineers, mathematical aides, photographers, radio operators, scientific assistants, technicians, instructional aides, lab assistants, vocational nurses, childrens' programs assistants and specialists, reprographic technicians, athletic program assistants, athletic trainers, etc.</p>	
6	<p><u>Skilled Crafts:</u> Report all people whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, typesetters, telecommunications technicians.</p>	
7	<p><u>Service / Maintenance:</u> Report all people whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operators, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial staff, gardeners and groundskeepers, refuse collectors, construction laborers, and security staff.</p>	

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
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EB07	EMPLOYEE-EE06-OCCUPATIONAL-ACTIVITY CONTINUED	X (01)
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8 **Instruction/Research Assistants:** Report all students employed on a part time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "Professionals."

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DED#	DATA ELEMENT NAME	FORMAT
EB08	EMPLOYEE-EMPLOYMENT-CLASSIFICATION	X (01)

This element describes the single primary employment classification.

RULES:

ACADEMIC EMPLOYEES are people employed by a community college district in an academic position. Academic position includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the Board of Governors pursuant to E. C. 87356.

<u>USE</u>	<u>IF</u>
T	Academic, Temporary, Non-Tenured, Not on Tenure Track.
C	Academic, Contract, Non-Tenured on Tenure Track
R	Academic, Regular, Tenured
A	Educational Administrator: An administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, instructional or student services administrators and other supervisory or management employees designated by the governing board as educational administrators.

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Employee Demographic Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB08	EMPLOYEE-EMPLOYMENT-CLASSIFICATION-CONTINUED	X (01)

CLASSIFIED ADMINISTRATIVE AND SUPPORT SERVICE EMPLOYEES are employees serving a formal probationary period or who have vested rights to employment under E. C. 88000, et seq., as members of the classified service. This also includes classified administrators, supervisors, management, and confidentials. A classified administrator is an administrator who is not employed as an educational administrator. In the case where the employee remains a classified employee but has been designated as an academic administrator, use the academic administrator code.

<u>USE</u>	<u>IF</u>
P	Classified Permanent/Probationary

NOTE: If EB08 equals T, C, or R, then EB07 must equal 2.

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Employee Demographic Data Elements

DED#	DATA ELEMENT NAME	FORMAT
EB09	EMPLOYEE-EMPLOYMENT-STATUS	X (01)

This element describes the employee's current employment status.

RULES:

Employment status reflects changes from the prior year reporting cycle as shown below:

Example: If an employee is hired in the 1996 Spring term, the employee's employment status must be reported as a new hire in both 1996 Employee Actual reporting cycle due August 1, 1996 and 1996 Fall term reporting cycle due November 1, 1996. The comparisons are from Fall to Fall and Actual to Actual.

USE **IF**

- C **Continuing:** An employee whose level of responsibility did not increase during the report period and whose salary did not increase except for normal cost of living adjustments, longevity, or merit (step) increases. For reporting purposes, included but not limited to are "Academic Temporary" employees who work for the district (for any period of time) each year, "Rehires" (E.C. 88015, 88128) and "Interchanges" (E.C. 87060) between Classified and Academic service).
- N **New Hire:** An employee hired during the report period who did not have permanent employment with the district within 39 months prior to the date of hire. For reporting purposes, include in this category "Academic Temporaries" (non-tenured, non-tenure track) who have been employed as "Academic Contract or Regular" employees for the first time during this reporting period. Also include in this category "classified or other non-academic" employees who have been employed as "academic" employees for the first time during this reporting fiscal year.
- P **Promoted:** An employee having a change in assignment during the report period, resulting in a permanent position with higher degree of responsibility and a salary increase beyond the cost of living adjustment, longevity, or merit (step) increase the

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DED#	DATA ELEMENT NAME	FORMAT
EB09	EMPLOYEE-EMPLOYMENT-STATUS - CONTINUED	X (01)

employee would otherwise be entitled to receive. A promotion is a result of a competitive process. For reporting purposes, a promotion can occur "within or across" most EEO6 occupational categories (i.e. a clerk appointed to a supervisor position or faculty appointed to an administrator position). However, a change of employment classification "within" or "to" the EB07 (EMPLOYEE-EEO6-OCCUPATIONAL-ACTIVITY), Faculty, must not be reported as a promotion (i.e. academic temporary to academic contract or clerical to faculty) but must be reported as a new hire. See definition above for "New Hire".

R **Reclassified:** Reclassification results from the re-evaluation of the duties of a position or the assignment of new duties to the position.

1 **Retired Annuitant, New:** A New employee who has retired, is receiving PERS or STRS benefits, meets current minimum qualifications if appropriate, and has been reemployed for a limited number of hours per calendar year. Reference "N" above.

2 **Retired Annuitant, Continuing:** A Continuing employee who has retired, is receiving PERS or STRS benefits, meets current minimum qualifications if appropriate, and has been reemployed for a limited number of hours per calendar year. Reference "C" above.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB10	EMPLOYEE-DATE-OF-EMPLOYMENT	9 (06)

DELETED

The format change of 'Year' to 4 digits effective First Census Week of the Fall Term 2000 is rescinded. This data element will be deleted. All data submitted in this field will be disregarded.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
EB11	EMPLOYEE-EMPLOYMENT-CONTRACT-DURATION	X (01)

This element describes the number of months the employee was contracted to work during the fiscal year.

RULES:

<u>USE</u>	<u>IF</u>
1	Less than 9 Months
2	9 / 10 Months
3	11 / 12 Months

NOTE: An employee hired on a semester/quarter basis should be reported in Category 1.

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EB12	EMPLOYEE-ANNUAL-SALARY	9 (06)
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This element describes, on an annualized basis, placement on the salary schedule including years of service.

RULES:

Salary should be reported in **whole dollars**.

USE

IF

Placement on
Salary Schedule

EB08 (EMPLOYEE-EMPLOYMENT-CLASSIFICATION) is equal to A, R, C, or P.
Exclude extra pay for stipends, overload/overtime or assignment payments that are “in addition” to the employee’s normal workload.

Normal Annual Salary

EB08 (EMPLOYEE-EMPLOYMENT-CLASSIFICATION) is equal to A, R, C, or P and EJ02 (EMPLOYEE-ASSIGNMENT-LEAVE-STATUS) is equal to (A-Paid Sabbatical) or (C-Paid Other Leave of Absence).

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Employees are on an unpaid leave

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EB08 (Employee-Employment-Classification) =T

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DED#	DATA ELEMENT NAME	FORMAT
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EB13	EMPLOYEE-ADDITIONAL-ANNUAL-MONETARY-COMPENSATION	9 (06)
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This element describes any monies earned by the employee above and beyond the amount reported in EB12 with the exception of overload/overtime compensation.

RULES:

The additional-monetary-compensation amount should be reported in **whole dollars**.

USE

IF

Additional Monetary
Compensation

EB08 (Employee-Employment-Classification) is
equal to A, R, C, P, T

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Employees are on an unpaid leave

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No additional monetary compensation.

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DED#	DATA ELEMENT NAME	FORMAT
EB14	EMPLOYEE-MULTI-ETHNICITY	X(21)

This data element is used to report ALL the ethnicities with which an employee identifies. Each position requires a value of 'Y' for Yes or 'N' for No to be reported. Position 1, Hispanic, Latino, has three values 'Y', 'N' or 'X'. If the employee does not select 'Y' or 'N' then 'X' is reported.

<u>Position</u>	<u>Coding</u>
1 – Hispanic, Latino	Y or N or X
2 – Mexican, Mexican-American, Chicano	Y or N
3 – Central American	Y or N
4 – South American	Y or N
5 – Hispanic Other	Y or N
6 – Asian Indian	Y or N
7 – Asian Chinese	Y or N
8 – Asian Japanese	Y or N
9 – Asian Korean	Y or N
10 – Asian Laotian	Y or N
11 – Asian Cambodian	Y or N
12 – Asian Vietnamese	Y or N
13 – Filipino	Y or N
14 – Asian Other	Y or N
15 – Black or African American	Y or N
16 – American Indian / Alaskan Native	Y or N
17 – Pacific Islander Guamanian	Y or N
18 – Pacific Islander Hawaiian	Y or N
19 – Pacific Islander Samoan	Y or N
20 – Pacific Islander Other	Y or N
21 – White	Y or N