

PSC Solution: TIP0047a

Revision: Changed School Year to ALL

Date: 1/28/2011

Application: ESS

School Year: ALL

File Specifications: N/X059 – Staff FTE

Solution Type: Technical Tip

Title: Clarification on contracted staff to be reported In N/X059

Issue Description:

The purpose of this article is to clarify to states the method for determining which contracted staff members are to be reported in the N/X059 Staff FTE file.

In general, the reporting requirement is no different for contractors than it is for district or state employees who are staff; that is, the state must report an aggregate count of FTE personnel by staff type.

States should use the following guidance, which will also be included in the SY2010-11 file specification:

1. *Staff, not contracted, reported. An individual signs a contract with a school district; this is not limited to cases in which the individual receives retirement and other benefits from the district or state. Examples may include bus drivers, school nurses, psychologists, physical therapists.*
2. *Staff, contracted, reported. The district contracts with another entity to provide staff who perform **work that can be considered part of the district's regular operations**. The staff work within the district but are employees of the entity with which the district contracts. The district does not pay retirement or other benefits. Examples may include staff of the school or school security personnel provided by a private firm.*
3. *Staff, contracted, not reported. The district contracts with an entity to provide a **non-regular** service; the contractor furnishes staff, on- or off-site, to provide the service. Examples may include carpenters, electricians, etc. working for a firm hired to refurbish a school building, or cooks and truck drivers who prepare and deliver meals once a week to schools under a contract with a food-service firm.*

The primary distinction made in this guidance is based on whether the contract is for work that can be considered part of the district's regular operations.

The distinction between bullet points 2 and 3 is whether the service is part of the district's regular operation or if it is a non-regular service. For example, if a district contracts with a company for a school bus driving service (where the buses are used regularly), the drivers

should be reported. If a district contracts with a company for lunchroom services onsite, the food servers who serve the students on daily basis should be reported as well.