Employment Demographic Data Elements

ED#	DATA ELEMENT NAME	FORMAT
EB08	**EMPLOYEE-EMPLOYMENT-CLASSIFICATION**	**X(01)**
This element describes the **single primary** employment classification**.**		

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

Coding	Meaning
C	Academic, Contract, Non-Tenured on Tenure Track
T	Academic, Temporary, Non-Tenured, Not 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.

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 confidential. 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.

Coding	Meaning
P	Classified Permanent /Probationary

California Community Colleges
Management Information System
Data Element Dictionary

Employment Demographic Data Elements

EB08   EMPLOYEE-EMPLOYMENT-CLASSIFICATION

Chart 1:

Employee Category Specifications:	EB07 (EEO6)	EB08 (Classification)	EJ01 (Assignment Type)	EJ08 (FTE)
Educational Administrator	1	A		
Tenured/Tenure Track	2	C,R		
Academic Temporary	2	T		
Classified Administrator	1	P		
	4,5,6,7,8	P	Begins with A	The sum of the FTE for the "A" assignment is greater than sum of the FTE for other assignment types
Classified Professional	3	P	Begins with S or I	
Classified Support	4,5,6,7,8	P	Begins with S or I	The sum of the FTE for the "S" or "I" assignment is greater than sum of the FTE for other assignment types

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EB08   EMPLOYEE-EMPLOYMENT-CLASSIFICATION

Chart 2:

Position	EE06 Activity (EB07)	Employee Class (EB08)	Assignment Type (EJ01)	Leave Status (EJ02)	Account Code (EJ03)	FTE % (EJ08)
Employee EB/EJ Coding Examples						
Educational	1	A	AN	Y	6010	100
Administrator			CO	Y	210200	10
Classified	6	P	AN	Y	6510	100
Administrator			CA	Y	070510	10
Admissions/	4	P	SN	Y	6200	100
Records Tech			CA	Y	130310	10
Tenured	2	R	CN	Y	220100	60
Faculty			IR	Y	6030	30
			CL	C	220100	10
Dean of	1	A	AN	Y	150100	80
English			CN	Y	150400	20
Counselor	2	R	IN	Y	6310	80
			CN	Y	493010	20
			IO	Y	6310	10
Academic	2	T	CN	Y	060300	30
Temporary			NN	Y	100430	10
			CP	Y	060300	10
Division	4	P	IN	Y	150100	80
Administrative			IN	Y	150200	20
Assistant			IA	Y	150100	10
Carpenter	6	P	SN	Y	6510	50
Tenure Track	2	C	CN	Y	070510	80
Faculty			CL	D	070510	20

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EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION

Processing Notes	
FIELD CHECK	T, C, R, A, or P
INTEGRITY CHECK	If EB08 equals T, C, or R, then EB07 (EE06 Occupational Activity) must be 2. If A, then (EB07) EE06 Occupational Activity must be 1. If R, then (EB07) must be 2. If C, then (EB07) must be 2. If T, then (EB07) must be 2. If P, then (EB07) must be 1, 3, 4, 5, 6, 7, or 8.
DATA QUALITY CHECK	Must have at least one classified administrator. Percent of change in classification from previous year must not be greater/less than 25%.
REFERENTIAL CHECK	If Employee Classification is equal to T Assignment Leave Status cannot = A, B, C, or D. If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to B or D and Sum (Assignment FTE)>99.9, the (Employee Annual Salary must = zero or 888888) and Employee Annual Stipend must = 888888. If Employee Classification is equal to A, R, C, or P and Assignment Leave Status is equal to A or C, then Employee Annual Salary **must be greater than zero.**

EB08 EMPLOYEE-EMPLOYMENT-CLASSIFICATION

Change History
Revision: 04/01/00   "Other = Casuals"
Implement: 10/01/92