

Census Data Guide

To assist in the data collection, and to ensure consistency across school districts, we request that all data be input in the Excel spreadsheet provided for each employee group. We have provided a description of the required data fields below for your reference.

Basic Data Requirement:

1. Employee Number
We will only use this information as a method of tracking data problems as they arise.
2. Employee Classification
Please enter the applicable employee classification identifier if benefit varies by employee group type. (i.e. Teacher, Exempt Staff, Out of Scope, Director, Superintendent, etc.)
3. Gender
Please enter 1 for male and 2 for female.
4. Date of Birth
YYYYMMDD (i.e. June 5, 1947 should be entered as 19470605)
5. Date of Hire
The date of hire of the employee with the current school district. In the event that an employee started out as a contract or casual worker, this date should represent the date that the employee became eligible for benefits.

Again, please record this information as YYYYMMDD.
6. Seniority Date
In the event that an employee transferred to this school district and brought sick credits and other entitlements with them, the seniority date would be the employee's date of hire with the previous school district. Again, please record this information as YYYYMMDD. If no credits were transferred this date will be the same as Date of Hire.
7. Current Hourly Rate of Pay
Please enter the applicable hourly rate of pay as of December 31, 2008.
8. Employment Status as at December 31, 2008
1 = full time
Number between 0 and 1 = full time equivalent (FTE) for part time employees

The full time equivalent indicator should be entered as a value between 0 and 1 (i.e. someone who works full time is 1.0 and someone who works part time is between 0 and 1, such as 0.6 for someone who works three days a week).

For 12 month contracts use 1 FTE, for 10 month contracts use 1 FTE, and for part time use the applicable portion of FTE.

9. Hours Worked per Day

The number of hours that the employee is scheduled to work in a day based on their current employment status.

10. Number of Days Worked per Year

The number of days that the employee is scheduled to work over a 12-month period based on their current employment status.

Benefit Specific Data Requirements:

Vested Sick Leave Benefit (only if applicable to the school district)

1. Current Vested Sick Leave Bank Balance

The total number of accumulated sick days in the employee's bank at December 31, 2008. Vested sick banks can be paid out in full or in part on certain events like retirement. If the sick bank can **not** be paid out in full or in part on these events then instead please refer to the Non-Vested Sick Leave Bank.

2. Vested Sick Leave Bank Balance at the end of 2007

The total number of accumulated sick days in the employee's bank at December 31, 2007.

3. Vested Sick Leave Bank Balance at the end of 2006

The total number of accumulated sick days in the employee's bank at December 31, 2006.

Non-Vested Sick Leave Benefit (only if applicable to the school district)

1. Current Non-Vested Sick Leave Bank Balance

The total number of accumulated sick days in the employee's non-vested sick bank at December 31, 2008. For the purpose of this data collection, sick leave benefits that accumulate but do not vest are defined as **those that are normally paid only upon illness or injury-related absence.**

2. Non-Vested Sick Bank Balance at the end of 2007

The total number of accumulated sick days in the employee's non-vested sick bank at December 31, 2007.

3. Non-Vested Sick Bank Balance at the end of 2006

The total number of accumulated sick days in the employee's non-vested sick bank at December 31, 2006.

4. Status for Grandfathered Non-Vested Sick Bank
The presence of any prior plan design applicable to the employee that alters the accumulation or maximum bank balance permitted.

Retiring Allowance/Gratuity (only if applicable to the school district)

1. Grandfathered Status for Retiring Allowance/Gratuity
The presence of any prior plan design applicable to the employee that alters the calculation of benefit amount

Vacation Bank Benefit (only if applicable to the school district)

1. Current Vested Vacation Bank Balance
The balance at December 31, 2008 of any carried forward vacation days that would be cashed out on termination or retirement.
2. Vested Vacation Bank Balance at the end of 2007
The balance as at December 31, 2007 of banked overtime days that would be paid out in the event of termination or retirement.
3. Vested Vacation Bank Balance at the end of 2006
The balance as at December 31, 2006 of banked overtime days that would be paid out in the event of termination or retirement.

Paid Time Off (only if applicable to the school district)

1. Current Balance of Earned Days Off (EDO)
The EDO balance (in days) at December 31, 2008.
2. Current Balance of Time in Lieu
The Time in Lieu balance (in hours) at December 31, 2008.
3. Current Balance of Personal Days
The personal days balance (in days) at December 31, 2008.

Data Checklist

Once the data collection is complete, we ask that each school district perform the following data checks for each of the fields listed below:

Basic Data Requirement

1. Employee Number
 - No blank cells
2. Employee Classification
 - No blank cells
 - Confirm that the identifiers are appropriate
3. Gender
 - No blank cells
 - Cells contain only a 1 or a 2
4. Date of Birth
 - No blank cells
 - Format of cells is YYYYMMDD
 - Minimum age at December 31, 2008 is age 16 (i.e. date of birth must be earlier than December 31, 1992)
 - Maximum age at December 31, 2008 is age 70 (i.e. date of birth must be later than December 31, 1938)
5. Date of Hire
 - No blank cells
 - Format of cells is YYYYMMDD
 - Date of Hire is not later than 20081231 (December 31, 2006)
 - Compare date of birth and date of hire and confirm that the age at the hire date is not less than age 16
6. Seniority Date
 - No blank cells
 - Format of cells is YYYYMMDD
 - Seniority Date is not later than 20081231 (December 31, 2008)
 - Compare date of birth and seniority date and confirm that the age at the seniority date is not less than age 16
7. Current Hourly Rate of Pay
 - No blank cells
 - Please confirm that earnings less than \$8 make sense
 - Please confirm that earnings greater than \$50 make sense
 - Format of cells is numeric with two decimals

8. Employment Status as at December 31, 2008
 - No blank cells
 - Values recorded in this field should all be greater than 0.0 and less than or equal to 1.0
9. Hours Worked per Day
 - No blank cells
 - No negative number
 - Check that the number of hours is less than 12
10. Number of Days Worked per Year
 - No blank cells
 - No negative numbers
 - Check that the maximum number of days is less than 262 (262 working days in a year)
 - Working days are consistent with the Employment Status as at December 31, 2008.

Checks on Benefit Specific Data

1. Bank Balances (Vested Sick Bank, Non-Vested Sick Bank, Vacation Bank)
 - No negative numbers
 - Entry recorded as days
 - Includes the balance of any grand-fathered sick leave banks

Retiree Experience Data Requirements

Background

Typically, non-vested benefits are limited to non-vested sick leave benefits, sick leave benefits that accumulate but do not vest are defined as **those that are typically paid only upon illness or injury-related absence**. Therefore for the purposes of this data collection we have limited the request to non-vested sick leave benefits.

To assist in the data collection, and to ensure consistency across the school districts we request that all data be input in the data collection spreadsheet, under the Retiree Data tab.

Utilization of Non-Vested Sick Bank

For employee groups with non-vested sick leave benefits, please provide the following for employees who have retired since July 1, 2005:

1. Employee Number.
We will only use this information as a method of tracking data problems as they arise.
2. Employee Classification
Please enter the applicable employee classification identifier if benefit varies by employee group type. (i.e. Teacher, Exempt Staff, Out of Scope, Director, Superintendent, etc.)
3. Gender
Please enter 1 for male and 2 for female
4. Date of Retirement
YYYYMMDD (i.e. October 1, 2004 should be entered as 20041001)
5. Non-Vested Sick Leave Bank at Date of Retirement (in days.)
The total number of accumulated sick days in the employee's non-vested sick bank at retirement
6. Non-Vested Sick Leave Bank at June 30 Prior to Date of Retirement (in days)*
The total number of accumulated sick days in the employee's non-vested sick bank at the June 30 prior to retirement
7. Non-Vested Sick Leave Bank at June 30 Two years Prior to Date of Retirement (in days)*
The total number of accumulated sick days in the employee's non-vested sick bank at the June 30 two years prior to retirement
8. Non-Vested Sick Leave Bank at June 30 Three years Prior to Date of Retirement (in days)*

The total number of accumulated sick days in the employee's non-vested sick bank at the June 30 three years prior to retirement

*For example: If an employee retired May 1, 2006, please provide the non-vested sick leave bank at June 30, 2005, June 30, 2004 and June 30, 2003 in columns 6, 7 and 8 in UTILIZE.xls

Data Checklist on Retiree Experience

Once the data collection is complete, we ask that each school district perform the following data checks for each of the fields listed below:

1. Employee Number
 - No blank cells
2. Employee Classification
 - No blank cells
 - Confirm that the identifiers are appropriate
3. Gender
 - No blank cells
 - Cells contain only a 1 or a 2
4. Date of Retirement
 - No blank cells
 - Format of cells are YYYYMMDD
5. The Non-Vested Sick Leave Bank in days as at the employee's date of retirement
 - No negative numbers
 - Non-Vested Sick Leave recorded in days
6. The Non-Vested Sick Leave Bank in days at the June 30 prior to their date of retirement
 - No negative numbers
 - Non-Vested Sick Leave recorded in days
7. The Non-Vested Sick Leave Bank in days at the June 30 two years prior to their date of retirement
 - No negative numbers
 - Non-Vested Sick Leave recorded in days
8. The Non-Vested Sick Leave Bank in days at the June 30 three years prior to their date of retirement
 - No negative numbers
 - Non-Vested Sick Leave recorded in days