

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217325**

Data Element Name: **Salary Schedule Step**

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A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for instructional employees on a flat rate schedule (e.g., JROTC instructors).

**Code**                      **Definition/Example**

Not applicable for this element.

**Length:**                      2

**Data Type:**                      Numeric

**Year Implemented:**                      8990

**State Standard:**                      No

**Use Types:**

State Reporting:                      Yes

Local Accountability:                      Yes

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2                      Yes

Survey 3                      Yes

**Appendixes:**

None

**Description of Changes:**

9/23/2011 Definition                      Modified definition for step 98. Added "instructional" in last sentence.

9/9/2011 Surveys Req                      Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3.