

# GLOSSARY

<b>TERM</b>	<b>EXPLANATION</b>
<b>AA</b>	Any two-digit assignment activity code.
<b>Activity Code</b>	Assignment activity codes as defined in the <i>Accounting Manual for Public School Districts in the State of Washington</i> .
<b>Annualized</b>	The representation of data as pertaining to a full-time year.
<b>Assignment Code</b>	Seven-digit code used to identify an employee's assignment by program, activity, and duty (PP-AA-DDD).
<b>BA+</b>	Bachelor's degree plus a number of credits.
<b>Base Contract FTE Number of Days</b>	The contracted number of days for a full-time employee in the position. Includes all active working days, paid holidays, paid sick leave, and paid vacation leave.
<b>Base Contract Hours Per FTE Day</b>	The number of hours per day associated with a full-time base contract position. Excludes time for meals and time associated with supplemental contracts.
<b>Base Salary</b>	See Salary, Annualized Base.
<b>CAS</b>	Certificated administrative staff.
<b>Central Administration Certificated Staff</b>	Staff reported with assignment duty roots numbered 11 through 13.
<b>CIS</b>	Certificated instructional staff.
<b>Cert.</b>	Certificated.
<b>Certificated Administrative Staff</b>	Staff reported with assignment duty roots numbered 11 through 25.
<b>Certificated FTE</b>	Certificated full-time equivalent (FTE) is determined by the local base contract. No employee is reported as more than 1.0 FTE. A 1.0 FTE must be a minimum of 180 days.
<b>Certificated Instructional Staff</b>	Staff reported with assignment duty roots numbered 31 through 49, 63, and 64.
<b>Certificated Staff</b>	A person who holds a professional education certificate issued by OSPI and is employed by a school district in a position for which such certificate is required by statute, rule of the State Board of Education, or written policy or practice of the employing district. Such staff are reported with assignment duty roots numbered 11 through 64.
<b>Classified Staff</b>	A school district employee who does not hold a professional education certificate issued by OSPI or is employed by the district in a position which does not require such a certificate. Such staff are reported with assignment duty roots numbered 90 through 99.
<b>Classroom Teachers</b>	Staff reported with assignment duty roots numbered 31 through 33.
<b>Contractor Certificated Staff</b>	A person who holds a professional education certificate issued by OSPI and is employed by a contractor as defined in WAC 392-121-188 in a position for which such certificate is required. These staff are not employees of the school district and are reported only as required by WAC 392-121-188.
<b>Contractor Certificated Instructional Staff</b>	A contractor certificated employee who is employed as a teacher and/or educational staff associate to provide basic education services to school district students. These staff are not employees of the school district and are reported only as required by WAC 392-121-188 and with assignment duty roots numbered 63 and 64.

<b>TERM</b>	<b>EXPLANATION</b>
<b>Current Insurance Benefits</b>	Disability and salary protection or insurance as provided for in RCW 28A.400.350, RCW 28A.400.360, and RCW 28A.400.370.
<b>Days</b>	See Base Contract FTE Number of Days.
<b>Days Per Year</b>	For classified staff this is the number of days the individual is expected to be employed in the program-activity-duty assignment.
<b>DDD</b>	Any three-digit assignment duty code.
<b>Derived Base</b>	The quotient of the average annualized base salary divided by the average LEAP 1S mix factor.
<b>Director/Supervisor</b>	Classified staff reported with assignment duty root 99.
<b>District Certificated Instructional Staff</b>	Staff reported with assignment duty roots numbered 31 through 49.
<b>Duty Code</b>	A three-digit code assigned in the S-275 instructions.
<b>Duty Root</b>	The first two digits of the assignment code—used to describe the duty.
<b>Duty Suffix</b>	The third digit of the duty code—used to denote contractual aspects of the assignment.
<b>ESA</b>	See Educational Staff Associates.
<b>ESD</b>	Educational service district.
<b>Educational Staff Associates</b>	Staff reported with assignment duty roots numbered 40 through 49.
<b>Experience Years</b>	Full-time years of experience in a position requiring certification.
<b>FTE</b>	Full-time equivalent.
<b>FTE - HRS - DAYS</b>	Three figures are shown: first is the FTE; second the average number of hours per assignment; and third the average number of days per assignment.
<b>Hours</b>	See Base Contract Hours Per FTE Day.
<b>Hours Per Day</b>	For classified staff this is the number of working hours per day in the program-activity-duty assignment.
<b>Instructional Assistant</b>	Classified staff reported with activity code 27 and duty root 91.
<b>Insur.</b>	See Current Insurance Benefits.
<b>LEA</b>	Local educational agency (a school district).
<b>LIS Mix Factor</b>	Placement on the LEAP Document 1S table authorized in the Operating Appropriations Act for the current school year. Mix factors quantify the education and experience level of certificated staff.
<b>LEAP</b>	Legislative Evaluation and Accountability Program Committee.
<b>MA+</b>	Master's degree plus a number of credits.
<b>Mandatory Benefits</b>	Current annual mandatory benefits are the total district share of mandatory benefits paid to the individual during the current school year. It includes O.A.S.I., Industrial Insurance, Employee Retirement, and Unemployment Compensation.
<b>OSPI</b>	Office of Superintendent of Public Instruction.
<b>Percent of Contracted Time</b>	The percent of contracted time allocated to each base contract assignment.
<b>PP</b>	Any two-digit assignment program code.

<b>TERM</b>	<b>EXPLANATION</b>
<b>Program</b>	Assignment program codes as defined in the <i>Accounting Manual for Public School Districts in the State of Washington</i> .
<b>Salary, Annualized Base</b>	The base contract divided by the assignment FTE. In other words, the annual salary of a full-time position. One classified FTE is 2,080 hours.
<b>Salary, Total Final</b>	Total final salary reflects the final current school year payroll for each employee reported on Form S-275 by the district. Reported are all earnings including those from employee base and supplemental contract assignments, sick leave buy-back, and vacation buy-out.
<b>Supplemental Contracts</b>	Supplemental contracts are contracts for additional time, responsibility, or incentive which meet the requirements of RCW 28A.400.200(4). Supplemental contract salary, time, and assignment code detail data reported by districts are often estimates. See Salary, Total Final for a discussion of actual supplemental contract salaries.
<b>Unit Administration Certificated Staff</b>	Staff reported with assignment duty roots numbered 21 through 25.
<b>Weighted Average</b>	A mathematical averaging using assignment FTE as a multiplier to quantities to be averaged to indicate the relative importance of each quantity's contribution to the average.
<b>Yrs. Exp.</b>	See Experience Years.