Colorado Department of Education

Business Rules

School Year: 2023-24

Dataset: Staff Profile & Assignments

File Type: Human Resources Snapshot

Data Element Name	Error/Warning Code	Error Type	Message	Rule Type Description	Status	Tier	Last Updated User	Last Updated Date
ADMIN_INSTRUCT_AREA	HR080	Error	Job Class Code 238 can only be reported as a non special education employee if the administrative/instructional area code is for Coordinated Early Intervening Services (code 0039) AND Grant Code is reported as 8027 for Early Intervening Services.	Job Class Code 238 can only be reported as a non special education employee if the administrative/instructional area code is for Coordinated Early Intervening Services (code 0039) AND Grant Code is reported as 8027 for Early Intervening Services.	Active	1		
BASE_SALARY	HR001	Error	For Job Class Code 101 (superintendents), Base Salary divided by FTE must be less than 425,000.	For Job Class Code 101, Base Salary divided by FTE must be less than 425,000.	Active	1		
BASE_SALARY	HR002	Error	Base Salary divided by FTE must be less than 270,000.	If Job Class Code is not 101, Base Salary divided by FTE must be less than 270,000.	Active	1		
BASE_SALARY	HR003	Error	Base Salary divided by FTE does not meet minimum wage requirements.	Base Salary divided by FTE does not meet minimum wage requirements.	Active	1		
BASE_SALARY	HR004	Error	Base Salary divided by the FTE is higher than the expected maximum for the jobclass code. If the hours per day, contract days and salary information (base salary or hourly rate of pay) are all reported correctly, please contact Dawna Gudka at gudka_d@cde.state.co.us for an exception.	Base Salary divided by the FTE is higher than the expected maximum for the jobclass code. If the hours per day, contract days and salary information (base salary or hourly rate of pay) are all reported correctly, please contact Dawna Gudka at gudka_d@cde.state.co.us for an exception.	Active	1		
BASE_SALARY	HR025	Warning	Average teacher salary for the district is either 5% greater or 5% less than the average teacher salary from last year.	Average teacher salary for the district is either 5% greater or 5% less than the average teacher salary from last year.	Active	1		
BASE_SALARY	HR026	Warning	Average administrator's salary for the district is either 5% greater or 5% less than the average administrator's salary from last year.	Average administrator's salary for the district is either 5% greater or 5% less than the average administrator's salary from last year.	Active	1		
DEGREE_INSTITUTION_CODE	HR034	Error	When the highest level of education is reported with code 16 (BA) or higher, then the Institution Code of Degree OR the State Code of Degree must be a valid code and not zero-filled.	When the highest level of education is reported with code 16 (BA) or higher, then the Institution Code of Degree OR the State Code of Degree must be a valid code and not zero-filled.	Active	1		
DISTRICT_CODE	HR108	Error	School Code must be valid for reporting district	School Code must be valid for reporting district	Active	1		
DISTRICT_CODE	HR230	Error	The Educator Shortage Survey has not yet been indicated as completed. This will be updated every Thursday evening. To complete the Educator Shortage Survey: http://bit.ly/ColoradoEducatorShortages	The Educator Shortage Survey has not yet been indicated as completed which will be updated every Thursday evening. To complete the Educator Shortage Survey: http://bit.ly/ColoradoEducatorShortages	Active	1	gudka_d@cd	##########
EMPLOYMENT_STATUS	HR240	Error	If districts report an employment status code of all the other codes (11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 25, 26, 27) for an employee then staff's district code of residence can only be a valid district code.	If districts report an employment status code of all the other codes (11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 25, 26, 27) for an employee then staffs district code of residence can only be a valid district code. If districts report an employment status code of (23) Purchased Services for an employee then staff's district code of residence can be 0000	Active	1		
GRANT_PROJECT_FUND_STAFF	HR083	Warning	Title I teachers should be reported with funding/grant code of 4010,5010,6010,7010,9201,9202,9203,9205,9206,9211 or 9212 for Title I funds.	Title I teachers should be reported with funding/grant code of 4010,5010,6010,7010,9201,9202,9203,9205,9206,9211 or 9212	Active	1		
HIGHEST_LEVEL_EDUCATION_COMP	HR032	Error	Highest Level of Education is required and cannot be zero filled if Job Class Code is 100-299, 415, 418, 419 and employment status code in 11, 12, 13 or 26.	Highest Level of Education is mandatory if Job Class Code is 100-299, 415, 418, 419 and employment status code in 11, 12, 13 or 26.	Active	1		
HIGHEST_LEVEL_EDUCATION_COMP	HR033	Error	If Subject Area of Degree 1, 2 or 3 is valid then Highest Level of Education must be 16 or higher.	If Subject Area of Degree is valid then Highest Level of Education must be 16 or higher.	Active	1		
HIGHEST_LEVEL_EDUCATION_COMP	HR054	Warning	Highest Level of Education Completed should be 16-20 (Bachelor's or higher) if Job Class Code is 100-299	Highest Level of Education Completed should be 16-20 (Bachelor's or higher) if Job Class Code is 100-299	Active	1		
HOURLY_RATE_OF_PAY	HR090	Error	Hourly rate of pay must be at least minimum wage	Hourly rate of pay must be at least minimum wage	Active	1		
HOURS_WORKED_PER_DAY	HR092	Error	For all active employees, the total FTE for all positions reported for an individual must be between 0.01 and 1.7. Please reference the cognos report "Staff with FTE below 0.01 or higher than 1.7" to determine if duplicate records were uploaded mistakenly or if the records were not reported correctly. As a reminder, if a person has multiple records, the hours per day and salary must be split proportionately for each position.	For all active employees, the total FTE for all positions reported for an individual must be between 0.01 and 1.7. Please reference the cognos report "Staff with FTE below 0.01 or higher than 1.7" to determine if duplicate records were uploaded mistakenly or if the records were not reported correctly. As a reminder, if a person has multiple records, the hours per day and salary must be split proportionately for each position.	Active	1		
JOB_CLASSIFICATION_CODE	HR007	Error	All schools must report at least one full time active teacher. The FTE is calculated and must be greater than 0.85; the employment status code must be in 11, 12, 13 and the jobclass code must be 201 or 206. If a school only has special education students, please request an exception via email to gudka_d@cde.state.co.us.	A Full Time (0.85 FTE or above) active teacher must be reported at all schools.	Active	1		
JOB_CLASSIFICATION_CODE	HR010	Warning	No superintendent reported.	No superintendent reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR011	Warning	More than one Superintendent reported.	More than one Superintendent reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR012	Warning	Each Public School must report at least one Principal.	Each Public School must report at least one Principal.	Active	1		
JOB_CLASSIFICATION_CODE	HR013	Warning	Schools can only report one Principal.	Schools can only report one Principal.	Active	1		
JOB_CLASSIFICATION_CODE	HR015	Error	Probationary Status is required and not zero-filled for all teachers and SSPs (job class codes 201, 202, 206, 216, 222, 223, 211, 231, 233, 234, 235, 236, 237, 238, and 242)	Probationary Status is required and not zero-filled for all teachers, SSPs and Principals (job class codes 201, 202, 206, 216,	Active	1	gudka_d@cd	##########
JOB_CLASSIFICATION_CODE	HR016	Warning	No Administrators (100's) were reported.	No Administrators (100's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR017	Warning	No Professional-Instructional (200's) were reported.	No Professional-Instructional (200's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR018	Warning	No Professional-Other (300's) were reported.	No Professional-Other (300's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR019	Warning	No Paraprofessionals (400's) were reported.	No Paraprofessionals (400's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR020	Warning	No Office Administrative Support (500's) were reported.	No Office Administrative Support (500's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR021	Warning	No Crafts/Trades/Services (600's) were reported.	No Crafts/Trades/Services (600's) were reported.	Active	1		
JOB_CLASSIFICATION_CODE	HR022	Warning	Long term substitutes should be reported as 201 regular teachers. Only permanent substitutes with full-time contracts should be reported in jobclass code 204.	Long term substitutes should be reported as 201 regular teachers. Only permanent substitutes with full-time contracts should be reported in jobclass code 204. Do not report short-term substitutes in the December collection.	Active	1		
JOB_CLASSIFICATION_CODE	HR023	Warning	Do not include individuals employed only for extra-curricular activities outside of the normal school day in jobclass code 210. These individuals are to be reported in jobclass code 407.	Do not include individuals employed only for extra-curricular activities outside of the normal school day in jobclass code 210. These individuals are to be reported in jobclass code 407.	Active	1		
JOB_CLASSIFICATION_CODE	HR028	Warning	More than 5 FTE Teaching Assistants (415-419) were reported as district-wide (9980). Teaching Assistants should be attributed to the buildings they serve if at all possible.	More than 5 FTE Teaching Assistants (415-419) were reported as district-wide (9980). Teaching Assistants should be attribut	Active	1		
JOB_CLASSIFICATION_CODE	HR082	Error	Title I teachers must be reported as 206.	Title I teachers must be reported as 206.	Active	1		
JOB_CLASSIFICATION_CODE	HR101	Error	If jobclass code = 206 then the school must be designated as either Title I School Wide OR Title I Targeted Assistance	If jobclass code = 206 then the school must be designated as either Title I School Wide OR Title I Targeted Assistance	Active	1		
JOB_CLASSIFICATION_CODE	HR220	Error	The only allowable Job Class Codes for Interns are: 211, 231, 233, 234, 235, 236, 237, 238, 242.	The only allowable Job Class Codes for Interns are: 211, 231, 233, 234, 235, 236, 237, 238, 242.	Active	1		
JOB_CLASSIFICATION_CODE	HR231	Error	Districts receiving Title III funding must provide a Language Instruction Education Program (LIEP) for all identified English Learner students, therefore at least one teacher must be reported with the LEIP, administrative/instructional area code of 0050. Please update your records to indicate at least one teacher within this instructional area.	Districts receiving Title III funding must provide a Language Instruction Education Program (LIEP) for all identified English Learner students, therefore at least one teacher must be reported with the LEIP, administrative/instructional area code of 0050. Please update your records to indicate at least one teacher within this instructional area.	Active	1		
JOB_CLASSIFICATION_CODE	HR232	Warning	Districts must provide a Language Instruction Education Program (LIEP) for all identified English Learner (EL) students, as required by state and federal laws. If the district has reported at least one EL student, at least one teacher must be reported with the LEIP, administrative/instructional area code of 0050.	Districts must provide a Language Instruction Education Program (LIEP) for all identified English Learner (EL) students, as required by state and federal laws. If the district has reported at least one EL student, at least one teacher must be reported with the LEIP, administrative/instructional area code of 0050.	Active	1		
SCHOOL_CODE	HR005	Error	Every Public School (except PK-PK Schools) should have at least one record with a Job Class Code of 201-206 (teacher).	Every Public School (except PK-PK Schools) should have at least one record with a Job Class Code of 201-206 (teacher).	Active	1		
SCHOOL_CODE	HR006	Error	There must be active teachers reported for all schools, which is reported with jobclass code 201 (general education teacher) or 206 (Title I teacher) and employment status code of 11 (active employment), 12 (active employment in different position), 13 (active employment within district) or 23 (purchased services).	There must be active teachers reported for all schools, which is reported with jobclass code 201 (general education teacher) or 206 (Title I teacher) and employment status code of 11 (active employment), 12 (active employment in different position), 13 (active employment within district) or 23 (purchased services).	Active	1		
SCHOOL_CODE	HR008	Error	At least one teacher at each school must be reported with a teaching subject code of 0010 (General Elementary Education) or 0015 (General 7th/9th Grade) or 0200 (Art) or 0500 (English Language Arts) or 0600 (Foreign Languages) or 1100 (Mathematics) or 1200 (Music) or 1300 (Natural Sciences) or 1500 (Social Sciences)	At least one teacher at each school must be reported with a teaching subject code of 0010 (General Elementary Education) or 0015 (General 7th/9th Grade) or 0200 (Art) or 0500 (English Language Arts) or 0600 (Foreign Languages) or 1100 (Mathematics) or 1200 (Music) or 1300 (Natural Sciences) or 1500 (Social Sciences)	Active	1		
SCHOOL_CODE	HR009	Error	All preschools must have either a Teacher or a Teaching Assistant (jobclass code 201 or 415) reported.	Must exist at least one record for School Code = Public School where Grade Range = PK-PK and Job Class Code = 201, 415	Active	1		
SCHOOL_CODE	HR014	Warning	No records received indicating individual having district wide (school code 9980) responsibility. (e.g. Superintendent)	No records received indicating individual having district wide (school code 9980) responsibility. (e.g. Superintendent)	Active	1		
SCHOOL_CODE	HR029	Warning	No Title I funded teachers were reported for your Title I targeted assisted school.	No Title I funded teachers were reported for your Title I targeted assisted school.	Active	1		
SCHOOL_CODE	HR030	Warning	No Title I funded teachers were reported for your Title I schoolwide school.	No Title I funded teachers were reported for your Title I schoolwide school.	Active	1		
SCHOOL_CODE	HR209	Error	School Code is an invalid code for the reported district and cannot be blank or zero-filled.	School Code is an invalid code for the reported district and cannot be blank or zero-filled.	Active	1		

SUBJECT_AREA_OF_DEGREE_1	HR038	Error	If highest level of education is 16 (Bachelor's Degree) or above and jobclass code is between 201 and 206 and any grade level between 7th and 12th is marked with 1 (yes) then a subject area of degree is required and cannot be code 2100 (no degree) or 0000.	If highest level of education is 16 (Bachelor's Degree) or above and jobclass code is between 201 and 206 and any grade level between 7th and 12th is marked with 1 (yes) then a subject area of degree is required and cannot be code 2100 (no degree) or 0000	Active	1	
SUBJECT_AREA_OF_DEGREE_1	HR053	Error	At least one Subject Area of Degree is required for Classroom Instructional Staff (job class codes between 201 and 206).	At least one Subject Area of Degree is required for Classroom Instructional Staff.	Active	1	
TEACHING_SUBJECT_AREA	HR200	Error	A matching endorsement for the teaching subject area code and grade level reported was not found for this teacher in the license database. Please update the field 'Demonstrates In-Field Status 1' to another code (02= Degree; 03=36 Semester Hours; 04=Passed Exam; or 05=Out of Field).	IF Job class code is between 201 and 206 AND teaching subject area code is 0010, 0015, 0070, 0200-0299, 0300-0399, 0500-0599, 0600-0699, 1100-1199, 1200-1299, 1300-1399, 1500-1599, or 1700-1799 AND In-Field Status = 01 (Subject area in endorsement on teaching license) THEN there must be a matching endorsement code for the teaching subject area in the teacher's license record (see crosswalk for possible matching endorsement codes)	Active	1	
TEACHING_SUBJECT_AREA	HR201	Error	The subject area of degree 1, 2 or 3 does not match the teaching subject area reported for this teacher. Without this, the 'Demonstrates In-Field Status 1' cannot be reported with code 02 for Degree in Subject Area. Either update the reported Subject Area of Degree 1, 2 or 3 fields in the Staff Profile file or update the 'Demonstrates In-Field Status 1' field to a different code (03=36 Semester Hours: 04=Passed Exam: 06=HQ via 24 Semester Hours or 05=Out of Field).	IF Job class code is between 201 and 206 AND In-Field Status = 02 (Degree (BA or higher) in subject area) THEN the highest level of education must be reported as 16 or higher AND the subject area 1, 2 or 3 must match with the teaching subject area (see crosswalk for matching codes)	Active	1	
TEACHING_SUBJECT_AREA	HR203	Warning	All teachers are required to hold a valid Colorado teaching license (unless teaching in a school with an approved waiver) which is not evident for this record.	If school is not SW, and jobclass code is 201 and 202 and 204 and there is no license or the school does not have a license v	Active	1	
TEACHING_SUBJECT_AREA	HR208	Error	All teachers reported at a Title I School Wide school OR reported with job class code 206 are required to hold a valid Colorado teaching license which is not evident for this record.	If jobclass code is 206 OR if school is SW and jobclass code is 201 THEN there must be a valid license associated with the S	Active	1	
YEARS_PRINCIPAL_AT_ANY_SCHOOL	HR043	Error	Years Principal at any School is greater than current age minus 20.	Years Principal at any School is greater than current age minus 20.	Active	1	
YEARS_PRINCIPAL_AT_ANY_SCHOOL	HR044	Error	Years Principal at any School (reported in the Staff Profile file) should be greater than or equal to Years Principal at this School (reported in the Staff Assignment file).	Years Principal at any School (reported in the Staff Profile file) should be greater than or equal to Years Principal at this Scho	Active	1	
YEARS_PRINCIPAL_AT_ANY_SCHOOL	HR045	Warning	Years Principal at any School should increment by one from the previous year. Please reference the cognos report 'Principal Years of Experience Comparison'.	Years Principal at any School should increment by one from the previous year. Please reference the cognos report 'Principal	Active	1	