

FORM 2003 : REPORT ON EDUCATOR SALARIES AS AT SEPTEMBER 30

FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

Quick Reference

Who must be included on Form 2003?

Include all educators who are:

- actively employed by the board on September 30, 2011.
- away on exchange but whose salaries are being paid by the board.
- Continuing Education instructors who are teaching qualifying courses to students completing a B.C. Certificate of Graduation and Graduated Adults taking approved Education Guarantee courses. Refer to "special case codes" on page 3 for further details.

This form should not be completed for educators who are:

- hired after September 30, 2011
- on early retirement
- taking a leave of absence
- on secondment
- on paid sick leave (long term disability)
- on salary indemnity
- on exchange from abroad
- replacing a teacher in the district
- substituting, except where a substitute is occupying a position for a teacher on indefinite leave and where a temporary contract is not possible because of the indefinite nature of the appointment.

An employee whose position does not require a teacher's certificate should not be included (e.g. psychologists or physiotherapists).

When must Form 2003 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before
October 14, 2011

Why is Form 2003 important?

This form collects salary information for actively employed educators in each board of education. Data from this form will be used to calculate the average instructional and administrative salaries used in the Funding Allocation System. It is therefore, very important that the information on this form be accurate and complete.

Form 2003 is collected under the School and Student Data Collection Order (M152/89). Under this order Boards of Education are responsible for collecting and submitting the information to the Ministry.

If you need assistance

Questions about completing Form 2003 should be directed to your district contact person, or Kathy Corder, Data Management Unit 250 356-2441.

Step by step instructions for completing Form 2003

Definitions

Educator is a person who is employed by a board of education as a:

- director of instruction
- principal
- vice-principal
- teacher

who:

- holds a valid certificate of qualification or a Letter of Permission
- is employed by a board of education to provide an educational program to students in a school
- because of his/her position is required to hold a valid and subsisting certificate of qualification issued by the College of Teachers.

Educator does not include a person appointed by a board of education as a superintendent of schools, assistant superintendent of schools, or administrative officer.

Board of Education Information:

Be sure to include the name and number of the board on the hardcopy version of the form submitted along with the electronic version.

Educator Information:

Enter position code

Use the position codes indicated below to report educator in the following positions:

Educator type	Position	Code
	Director of Instruction	1
	Principal	8
	Vice-Principal	9
Board Office based Teachers	<i>Instruction Support Services</i>	
	Supervisor of Instruction	2
	Teacher Consultant	3
	Co-ordinator	4
	Helping Teacher	5
	Other Instructional Support	6
	<i>Testing and Assessment</i>	
	Professional Staff - Teachers	7
School based Teachers	Department Head	10
	Regular teachers receiving admin. allowances other than Department Head	11

All other teachers - please leave position code blank

Enter special case code

Indicate the special category (if any) of an educator using the following codes.

<u>Educator type</u>	<u>Code</u>
• Provincial Resource Program Educators (including SET BC)	A
• Youth Custody/Residential Attendance Centre Educators	B
• Distributed Learning Educators	C
• Provincial School for the Deaf Educators (SD 41)	D
• Conseil scolaire francophone Educators	F
• Continuing Education Educators	T
• Exchange Teachers (B.C. Educators teaching elsewhere)	X

The special case code identifies "special case" educators so that they can be included in Student-Educator Ratio calculations.

! **NOTE:** If your board is reporting Continuing Education educators who also teach in regular day school, please report the Continuing Education information for these educators on a separate line on Form 2003.

! **NOTE:** For Continuing Education educators, indicate only the portion of FTE and salary which pertain to those courses leading to a B.C. Certificate of Graduation or approved Education Guarantee courses.

Enter salary category placement

Indicate the salary category (grid level) of each educator. Ensure that the reported category does not fall outside the acceptable range of 2 to 6+. If a teacher is on a "plus" step of a grid (e.g. 6+), please indicate a "+" sign beside the grid level.

If a director of instruction, principal or vice principal's salary is calculated with reference to the teacher salary grid, report the appropriate teacher salary category placement. Otherwise, omit salary category placement for this person.

Enter increment step

Indicate the increment step of each educator. Ensure that the reported step does not fall outside the range established in the board's collective agreement. The increment step should not be greater than 12 in any grid. Do not report maximum as "m".

If a director of instruction, principal or vice principal's salary is calculated with reference to the teacher salary grid, report the appropriate increment step. Otherwise omit increment step for this person.

Enter percentage of full-time

This column in Form 2003 refers to part-time educators only. The "percent of full time" represents the fraction of time that part-time educators are employed in the district. No FTE information is reported for full-time educators, as their FTE is automatically defaulted to 100.00%.

To eliminate rounding problems, the percent of full time is to be reported as a percentage with two decimal places. Report one-third FTE as "3334". It will be read by the computer as 33.34%.

For example, if eight classes constitutes full-time teaching, a teacher who is employed to teach one class (1/8 FTE) is reported as 1250. Similarly, a teacher employed half time should be reported as 5000.

The FTE count will be used in the calculation of the Student-Educator Ratio and average teacher salary for your board.

Enter basic salary

Report, to the nearest dollar, the basic annual salary received by each educator as of September 30, 2011. For all teachers, this will be the salary according to the salary grid under the collective agreement.

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NOTE: Any teachers not paid by the grid should have grid salary recognized by their base salary, and the difference in other allowances.

If a Labour Market Adjustment has caused a permanent change to the administrator's base salary, it should be included as part of the base salary.

The 2% SIP should not be reported on the Form 2003, as it's considered a benefit rather than part of a teacher's salary.

Enter administrative allowance

Report, to the nearest dollar, the annual amount of any administrative allowance paid to each educator. This includes allowances for principals, vice-principals, administrative assistants, department heads, etc.

Enter isolation allowance

For those boards of education which have isolation allowances in their collective agreement, report to the nearest dollar the annual amount of any such allowances paid to each educator.

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NOTE: If the educator receives the Recruitment and Retention Allowance report it in this field.

Enter other allowances

Report, to the nearest dollar, the annual amount of any other allowances paid to educators which are not defined as administrative or isolation allowance.

Calculate total salary

Total salary is the sum of the basic annual salary and all allowances paid to each educator. Report to the nearest dollar.

Submitting 2003 data file

Submit your verified 2003 file:

- via email to <kathy.cordner@gov.bc.ca>

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NOTE: You must export the 2003 file from the 2003 verification software prior to submission. Do NOT send an excel workbook or the complete 2003 verification software program.

A copy of the required record format and data field specifications is attached (Appendix 1). The file **must** be accompanied by a printout which follows the format of the Form 2003.

Board offices can either fax a printout of the data file or mail a hardcopy of the data to :

Ministry of Education
Data Management Unit
P.O. Box 9170
Stn. Prov. Govt.
Victoria, BC
V8W 9H7
Attention: Kathy Cordner
Facsimile: (250) 356-0277

Appendix 1

Specifications for the Electronic Transmission of Educator Salaries (Form 2003) Record Layout

<u>Data Element</u>	<u>Position</u>	<u>Length</u>	<u>Format</u>	<u>Value</u>
Form Number	1	4	N	2003 (constant)
Board Number	5	3	N	
Social Insurance Number	8	9	N	
Teacher Surname	17	20	C	
Teacher Given Name(s)	37	20	C	
Position Code	57	2	N	0 through 11
Special Case	59	1	C	A, B, C, D, F, T or X
Salary Category Placement	60	2	C	2 through 6+
Increment Step	62	2	N	1 through 12
% of Full Time	64	4	N	Format 9999 Values 0 through 9999 The second decimal place is <u>implied</u>
Basic Salary	68	6	N	
Admin. Allowance	74	6	N	
Isolation Allowance	80	6	N	
Other Allowances	86	6	N	
Total Salary	92	6	N	Must equal sum of (Basic + Admin. + Isolation + Other)

Total Length 97

Format Definitions: N = Numeric, C = Character

! NOTE: All fields MUST be present and in the correct order.
Do NOT label columns or supply any additional information in the file.

File name

Name the file in the following format: 2003.### where ### equals your board number.