

Reporting Shared Staff

Fall BEDS Staff

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Department of Education

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Add/Edit Sharing Steps

For districts who are sharing staff, there will be a primary district who holds the contract and the secondary district who is purchasing the services (and possibly more than one secondary district). The following options will appear in the Shared drop-down box in the 'Add/Edit Assignment' pop-up-box.

- Sharing is based on the assignment, not the position.
- Previous year's sharing assignments have been cleared out.

Steps	Contract Holder	Purchaser
Step 1	Primary District enters shared staff demographic information and assignment only . In most cases the Contract Holder reports 1.0 FTE and the full salary. Warning: Do not activate the sharing option yet. *If the staff person was reported last year, the sharing information has been cleared out – do not do anything about the sharing arrangement yet!	
Step 2		Purchasing District enters a new staff with the actual FTE and salary/benefits being purchased. * If the staff person was reported last year, the sharing information has been cleared out.
Step 3		Purchasing District enters a position and assignment for shared staff. Save! Warning: Do not enter the sharing information until the assignment has been saved.
Step 4		<ul style="list-style-type: none"> • Purchasing District edits the staff assignment and enters the sharing option • Note: For non-certified staff the system will look for a matching name (since they have no folder number) in the primary district. • If you are doing it correctly, you will see one of the following messages: <ul style="list-style-type: none"> ○ Perfect match found - Please click add to proceed, or ○ Partial match found - please contact sharing district and verify the spelling of name's and birth date or select the person below and click add. Note: Your record will be changed to reflect chosen person • Warning: If the demographic information is different, the purchasing district will select the demographic information from the primary district and their (erroneous) information will be overwritten. • Enter the purchased amount in the field • Since the contract holder has NOT yet entered the shared assignment, a sharing error will appear.
Step 5	The Contract holder finally edits sharing data in the staff assignment pop-up box. Note: All sharing errors should go away after both districts complete their entries.	

Hints

- **Both** districts need to indicate sharing in Fall BEDS Staff
- The primary (contract-holding) district reports the full FTE and the full salary/benefits.
- **The purchasing district(s) report the purchased amount of salary and benefits in the pop-up box field.**
- If staff members are shared amongst multiple districts, the contract holder reports the total FTE. Each purchasing district reports the FTE amount purchased along with the salary/benefits paid. The shared arrangement must be provided by the contract-holding district and each of the purchasing districts. But, the purchasing districts only need to provide the sharing arrangement with the contract-holding district.

Fall BEDS Staff and Operational Sharing

While districts do not need to have Fall BEDS Staff certified before completing the Operational Sharing application, both the district holding the contract and the district purchasing a portion of a person's contract must report the shared individual in Fall BEDS Staff in order for the sharing to appear in the Operational Sharing application.

The contract-holding district reports the individual's entire salary, benefits, and FTE according to the employee's contract.

The district purchasing a portion of the contract reports the combined amounts of salary and benefits in the "purchased amount" field. This field is located on the Edit Assignment screen where the district selects the shared status. The district purchasing the service also reports the individual's FTE according to the portion being purchased. The FTE field is located on the Edit Position screen.

Due to recently enacted legislation ([HF 2589](#) and [HF 2080](#)), there are changes to the positions eligible for operational function sharing supplementary weighting, as well as changes to the weighting that will be generated by most positions. The maximum FTEs a district can generate is 25, with the 2 FTE of a college and career transition coordinator/counselor not counting toward that maximum.

Data from Fall BEDS Staff moves directly into the Operational Sharing application. This data must be reviewed for accuracy and certified. Only one position per person can count toward operational sharing. Also, only one person per position can count; for example, if two SROs are shared, only one will count as 2 FTE

Sharing arrangements that qualify for shared operational function supplementary weighting are limited to the following positions/assignments in Fall BEDS Staff:

Position/Category	Position Code	Assignment	FTE
Superintendent	511	40001 – Administration (Superintendent, Asst Superintendent)	9
Business Management (can only count one)	612 – School Business Official (each district can only have one SBO)	50035 – School Business Official	4
Business Management (can only count one)	133 – School Business Officials - Other	99050 – Non-Licensed Staff	4
Business Management (can only count one)	112 – Board Secretary	99050 – Non-Licensed Staff	4
HR/Personnel Manager	134	99050 – Non-Licensed Staff	4
Transportation Director	167	99050 – Non-Licensed Staff	4
Operations Director	168	99050 – Non-Licensed Staff	4
Curriculum Director	633	50011 – Elementary	2
Curriculum Director	633	50032 – Secondary	2
Counselor	721	60035 – Elementary School Counselor	2
Counselor	721	30010 – Secondary School Counselor	2
Social Worker	624 – Social Worker	70021 – School Social Work Services	2
Social Worker	198 – Social Worker (no BOEE license)	70021 – School Social Work Services	2
Special Education Director	515	40007 – Administration (General, other than Superintendent)	2
Work-based Learning Coordinator	633	50040 – Work-based Learning Coordinator	2
Mental Health Professional (with SPR from BOEE)	621	70032 – Mental Health Professional	2
School Resource Officer	190	99050 – Non-Licensed Staff	2
College and Career Transition	720 – CCT Counselor	30011 – College and Career Transition Counselor	2
College and Career Transition	199 – CTT Coordinator	99050 – Non-Licensed Staff	2

Each district that enters into an eligible sharing agreement with eligible sharing partner(s) will generate supplementary weighting as designated above. A district can only generate supplementary weighting for sharing one individual per position. If an individual holds two eligible operational sharing assignments and is shared with another district for both assignments, only one of the two positions will generate supplementary weighting, assuming the minimum 20 percent time requirement is met.

Social Workers must be licensed by the Iowa Department of Public Health and hold either a master social worker or independent social worker license. To verify a social worker's license type, go to the [Iowa Department of Public Health's online license search](#).

For new sharing arrangements involving other governmental entities that are not another Iowa public school district or area education agency (AEA), please submit a copy of the sharing contract and job description to Ted Bauer at ted.bauer@iowa.gov. This information is used to verify the sharing arrangement as eligible for generating supplementary weighting.

New sharing arrangements should begin at the beginning of the normal contract period. For example, a 12-month position begins July 1. A new sharing arrangement involving five districts, each purchasing 20% of the contract for a position that does not begin until November 1, would be ineligible for operational sharing during the first year of the arrangement. One-third of the year would have transpired. Each district would then have contracted for only two-thirds of 20 percent, or 13.3 percent (0.133 FTE) of the full-time equivalent. However, if a sharing arrangement is contracted to begin October 1 and involves only three partners, each purchasing a minimum of 27 percent of the full-time contract, each partner would then meet the 20 percent minimum (three-fourths of 0.27 = 0.203 FTE).

If you have further questions regarding Fall BEDS or Fall BEDS Staff, please contact Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859. Additional information regarding reporting of shared positions in Fall BEDS Staff can be found on the [Fall BEDS Staff webpage](#).

Sharing Codes

Below are the codes to use when importing staff data into the application. Please note: importing the shared codes may cause errors if the reporting steps are done out of order.

Highlighted codes need to be used for operational sharing arrangements.

Code	Description
0	Not Shared
6	We hold employee's contract & assignment is in both districts
7	We hold employee's contract & assignment is in district purchasing services only
8	We are the district purchasing services & assignment is in both districts
9	We are the district purchasing services & assignment is in district purchasing services only
3	Sharing a Statewide Voluntary PK Program (SWVPP) with a Nonpublic.
10	Sharing a Statewide Voluntary PK Program (SWVPP) with a District.
4	We are sharing with other governmental subdivisions.
5	We are sharing with a private provider.
11	We hold the employee's contract, and an operational sharing position is in each district.
12	We are the purchasing district, and an operational sharing position is in each district.

Codes 11 and 12 are used in sharing situations that as long as both positions qualify for operational sharing, they don't have to be the same qualifying position at each district/entity.