

OKLAHOMA STATE DEPARTMENT OF EDUCATION (SDE)
SCHOOL PERSONNEL RECORDS
ACCREDITATION STANDARDS DIVISION

Senate Bill 715 Detailed Breakdown and Instructions 70 O.S. Supp. 2003 § 6-101.6

Section of Bill	Information to be Included	Sub Area	Explanation
A1a	Employee Information	Employee's Name	Self-explanatory
A1b	Employee Information	Degree Held	Official transcripts must be on file in the Professional Standards office at the State Department of Education. Degree must be from a college recognized by the State Board of Education (70 O.S. § 18-114.7)
A1c	Employee Information	Number of years of teaching credit for salary purposes	Years of teaching credit include teaching as a certified teacher in Oklahoma public schools, Oklahoma accredited private schools, accredited out-of-state public or private schools (limited to five years; school districts may grant additional years of experience), active duty military (limited to five years; weekends and two-week summer encampments do not count), university level teaching as a full-time professor when eligible for an Oklahoma teaching credential, Department of Corrections educational programs, and others. (70 O.S. § 18-114.7 and OAC 210:25-3-4)
A1d	Employee Information	Step placement on salary schedule	From SDE, records based upon the information in A1c. For example, Step 1 is for a teacher with no approved teaching or military experience (in most cases the teacher is subject to the Residency Year Program). Step 2 would be for a teacher with one year of approved experience.
A2a	Salary Information	Pay based on state minimum salary schedule	From the table in 70 O.S. § 18-114.7 (attached), includes additional pay for Special Education (5%), Alternative Education (5%), and Career Technology teacher stipend. Excludes any additional pay at the district level.
A2b	Salary Information	District salary supplement	Salary supplements above the state minimum, but excluding extra duty. Includes additional salary from the school district such as pay for college work between one degree level and another (i.e., Masters + 15 semester hours), additional credit given for out-of-state teaching experience above the five years given by the state, and other negotiated SALARY (not benefits) between the school district and the employee.
A2c	Salary Information	Extra-duty or extracurricular salary amounts	Any amounts paid that are not part of salary and benefits, (i.e., coach, club sponsor, activity sponsor, tutor, after-school activity gatekeeper). Extra-duty pay cannot be used to reach state minimum salary.
A2d	Salary Information	Other salary	Other negotiated SALARY (not benefits) between the school district and the employee.
A2e	Salary Information	Total salary	A2a + A2b + A2c + A2d

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A2f	Salary Information	Dollar amount paid in cash	Salary amount (May be the same amount as listed for A2g.)
A2g	Salary Information	Dollar amount paid in fringe benefits, as defined and allowed by 70 O.S. § 18-114.7	Value amount of the fringe benefits. The fringe benefits must be itemized with the dollar amount paid toward it listed. Inclusive of the benefits are all or part of hospital or medical benefits, and sickness, accident, health or life insurance, and retirement benefits, excluding the retirement contributions made pursuant to Subsection A of 70 O.S. § 17-108.1 and the flexible benefit allowance pursuant to 70 O.S. § 26-105.
A3a	Benefits Information	State Paid Flexible Benefit Allowance Amount	This is the dollar amount paid for Flexible Benefits and cannot be used to reach state minimum salaries. For July 1-December 31, 2003, (2003-04 school year) this amount is \$155.25 or the "In lieu of" amount is \$69.71. <i>Please note: These amounts may change effective January 1, 2004.</i> Refer to 70 O.S. § 26-105(3) for specific information on the Flexible Benefit Allowance.
A3b	Benefits Information	District-paid retirement contributions	Over any amount for retirement insurance paid as part of salary and excluding any amounts paid pursuant to Section 17-108.1 of Title 70 of the Oklahoma Statutes
A3c	Benefits Information	District-paid health contributions	Over any amount paid as part of salary
A3d	Benefits Information	Other district-paid benefits	Includes life, dental, disability, salary protection, vision, cancer, health supplemental insurance (over any amount paid as part of salary).
A3e	Benefits Information	Other benefits	Itemized list of each benefit and dollar amount paid toward it (not including and benefits paid as part of salary).
A3f	Benefits Information	Total district-paid benefits	Not including any benefits paid as part of salary.