

## Non-Public School EANS Hiring Process

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### Background

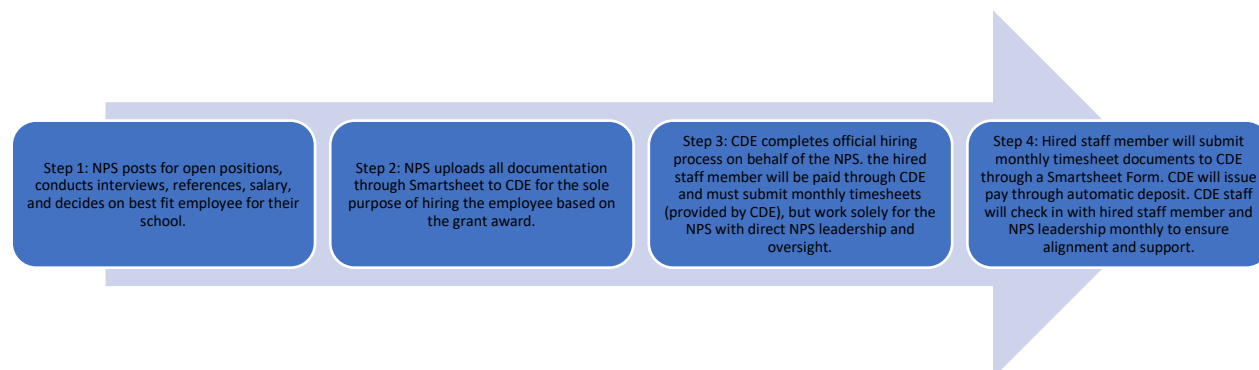
EANS funds may not be used to provide funds to non-public schools to cover payroll. Under section 312(d)(7) of the CRRSA Act, a public agency must control funds for services or assistance provided to non-public school students and teachers under the EANS program. However, an SEA may contract with a teacher at a non-public school directly to provide secular, neutral, and non-ideological services outside of the teacher’s contractual obligation with the non-public school. The non-public teacher must be employed by the State Education Agency (SEA) or another public entity for EANS purposes outside of the time he or she is employed by the non-public school, and the non-public school teacher must be under the direct supervision of the SEA or other public entity with respect to all EANS activities. Also, an SEA may contract with a vendor to provide staff, such as nurses or teachers, who will provide services in nonpublic schools. The contract must be under the control and supervision of the SEA or another public entity.

To this end, non-public schools (NPS) have submitted grant applications to the CDE. If approved, NPS may choose to engage CDE in a contract hire service in which the NPS hires a staff member (teacher or other staff member), and CDE works with the NPS to ensure payment and oversight for the staff member.

### Hiring Process Overview

Once approved by the CDE for the use of grant monies to hire school staff, the NPS will need to post the position, hold interviews, call references, finalize the hiring details, and then send that information to the CDE so the CDE can officially hire them. CDE does not do the hiring ourselves. Hiring is the sole responsibility of the NPS. The NPS is the hiring official, but CDE is the entity that will contract and pay the teacher on behalf of the NPS as approved in the grant.

The following represent the process for hiring, employment and support.



### Step 1: NPS Hiring

**The non-public school will begin the hiring process.** Based on the grant application and the award, the NPS posts the position, hold interviews, calls references, identifies the final candidate and salary, then send that information to us so we can officially hire them. The NPS will be solely responsible for the hiring process. Once the grant award is officially confirmed by the CDE, the NPS can begin the hiring process without any additional approvals from CDE, however, please see the required documentation for submission below. The NPS will want to make sure you have all this documentation in place before and during the hiring process.

## **Step 2: NPS Uploads all Hiring Documents to CDE**

Once the final candidate has been selected, the NPS must submit the following information to CDE through a Smartsheet form. One Smartsheet form will be required for each individual hired. If you hire more than one person, you must complete this process and the required form submission for each person hired.

- Access the **CDE EANS NPS Hiring Form** at <https://app.smartsheet.com/b/form/0c1c8676a7b44b638a1e22135c8f3df9>
- Name, email (personal and school email address, if available), phone, address and role of hired individual, start and end dates of contract
- NPS school information, including name, address, leadership/hiring manager contact information (name, email, phone)
- Job description
- Competition announcement / job posting
- Interview score sheets
- Reference check documents
- Background check information
- Final offer letter/contract to include salary information and exact contract dates
  - Final offer letters must include the following statement and sign off:

“The non-public school, [insert name] has elected to allow the Colorado Department of Education (also known as the State Education Agency) to contract with [insert contracted staff member’s name] to provide secular, neutral, and non-ideological services outside of any other, if applicable, contractual obligation with the non-public school. The non-public teacher is employed by the State Education Agency (SEA) for EANS purposes and is under the direct supervision of the SEA with respect to all EANS activities. The SEA will work in conjunction with non-public school leadership to ensure support of the contracted staff member.

[insert contracted staff members name] agrees to follow the SEA timesheet submission guidelines and will certify that the time reported on monthly timesheets is complete and accurate after-the-fact representation of time and effort worked on each cost objective/funding source for the month. Further, the contracted employee understands that cost objectives/funding sources are not interchangeable and that misrepresenting this information could result in corrective action or termination.”

### **Step 3: CDE Hiring Process**

Using the Smartsheet form submission information provided by the NPS, the Educator Talent team will then work with the CDE Human Resources team to review the documentation, and complete the hiring process. This includes,

- Educator Talent team member will work with CDE HR to complete the hiring paperwork and process.
- CDE HR will contact the contracted employee and with final hiring paperwork, including an I9 and W4 paperwork.
- CDE Educator Talent Team will meet with the contracted staff member and the NPS leadership team member/supervisor to review expectations, guidelines, oversight and timesheet submission information.
- CDE Educator Talent Team will establish CDE oversight schedule of the contracted staff member in conjunction with the NPS leadership/supervisor

### **Step 4: Employment and Time and Effort Reporting**

Once all documentation is in place and the staff member is on board, the hired staff member will submit monthly timesheet documents to CDE through a Smartsheet Form (provided after the completion of Step 3). CDE will issue pay through automatic deposit. CDE staff will check in with hired staff member and NPS leadership monthly to ensure alignment and support.

### **Ongoing Support**

The Division of Educator Talent at CDE is the main contact and support division for the EANS non-public school staff hired through the grant program. This division will be the main contact for all hiring and oversight of contracted personnel as approved through the EANS grant.

The contracted staff member will not have access to any CDE technology. All technology and access must be provided by the non-public school and local NPS security policies will govern all staff members hired through this program.

The contracted staff member and the non-public school team members are encouraged to reach out to Colleen O’Neil, [oneil\\_c@cde.state.co.us](mailto:oneil_c@cde.state.co.us), Reneé Lovato, [lovato\\_r@cde.state.co.us](mailto:lovato_r@cde.state.co.us) and/or DeLilah Collins, [collins\\_d@cde.state.co.us](mailto:collins_d@cde.state.co.us) with questions or needs.