

## Applying for State Classified Position Protocol

*The following are talking points to be used by NPS when discussing with educators the process of applying for the state classified positions.*

- Timeline of process
  - This is a rough timeline because we will always have to depend on the people in CSU HR to keep the process moving.
- Dates open for state-classified application
  - Educators must apply during the time the applications are open or they will not be considered in the pool applicants.
  - Applying in the first day or two of the open position will help to ensure that CSU HR has gotten the application
  - Be sure to thoroughly complete the application; incomplete applications will not be accepted by CSU HR
  - Information needed on application
    - Demographics
    - Education
    - Work history
      - Be sure to list the work as an EFNEP or SNAP-Ed Educator
    - Driver's license number and type
    - Additional training
      - Be sure to list the new educator training
- Background checks
  - All new hires at CSU must undergo a background check.
  - Sometimes we are able to get these waived when educators go to state classified because there is a recent background check on file.
  - However we must still request them.
  - If CSU HR determines a background check is needed, the process of the background check is the same as when applying for the hourly positions.
    - Educators must respond to the background check email.
- Interviews
  - Interviews must occur with the top candidates.
  - NPS will interview the educators.
  - Items to be discussed at the interviews and when job is offer:
    - Timesheet change
      - Hourly to Monthly Timesheets – review the process with the educator
      - Now paid to work a set 30 hours a week; no more hours flexing – if the rare opportunity arises that an educator works more than 30 hours a week, they must use comp time the next week
      - If educator works less than 30 hours a week, they need to take leave time
    - Leave
      - Will now earn sick and annual leave
      - How much leave is earned and how/when can they take leave
      - Review the educator annual/sick leave protocol
      - Reporting leave
      - Paid holidays – on county schedule; review county holiday schedule

- Benefits
  - Educators will need to select benefits
  - Medical/Dental
    - <http://www.hrs.colostate.edu/benefits/sc.html>
  - Suggest meeting with a benefits representative for help with choosing benefits
  - This meeting cannot be scheduled or occur until the job is offered
  - Cannot change the benefits once they are picked until open enrollment which occurs once a year
- Pay
  - Paid once a month instead of twice a month