



New Team Member Onboarding Experience

Thank you for your interest in Bromley East Charter School (BECS)! At Bromley East, we want to make sure our new employees have a clear and understandable onboarding process. This process is the same for any job family or category.

As a new team member to Bromley East, you should expect to complete the following steps.

STEP 1: Licensed/Certified Employment Information

You will receive an email from Human Resources after you have accepted the position offered through your school or department.

STEP 2: Background Check

You will receive an email from our third party vendor, Identigo, with instructions to complete the background screening questionnaire and how to book an appointment. You must make an appointment within 24 hours of receipt of the email. Your background check must be clear before you will be authorized to begin work. You will be contacted by Human Resources if there are concerns with your background check.

STEP 3: Complete All of the New Hire Paperwork & I9 Identification

Complete the New Hire Paperwork Packet. This will be emailed to you in a separate



email from Paychex. Once you have completed and submitted your forms online you will need to submit the needed acceptable forms of identification for I-9 verification. It is required by law to bring those documents to Human Resources at Bromley East Charter School at 356 Longspur Drive, Brighton, CO 80601.

Additional Information:

- Additional I-9 Instructions, W-4 Instructions and Colorado PERA Instructions/Information are available for review purposes only.

Note: In order to help expedite your hire and streamline the onboarding process, we request that you complete your new hire packet as soon as possible. Human Resources will notify your hiring administrator when you are authorized to begin work (i.e. I-9 Form is complete and background check is clear).

STEP 4: School Email

After processing your paperwork, you will be assigned an employee ID number as well as a Google account. Login instructions will be emailed to the personal email address you provided. Please login and set up your account within 5 business days.

STEP 5: Compensation Placement

Placement on the compensation schedule is determined by education level and experience. See our Compensation Schedules for more information.

Education Level - Transcripts

New BECS licensed employees are initially placed at the entry compensation cell (education level and step) for their corresponding position and compensation schedule. Your education level on the compensation schedule will be updated once



original, official transcripts have been received. Copies of your college/university transcripts can be emailed to rwarwick@bromleyeastcs.org

Experience Step – Verification of Experience

New BECS employees are awarded up to 11 years of verified service for related previous experience. Employees with 11 verified years of experience will be placed on Step 12 of the compensation schedule.

There are two methods of verifying previous experience:

1. BECS will confirm employment history in education through internal processes.
2. Human Resources also has a paper version of the Certified Verification of Employment Form (VOE form) that can be forwarded or emailed to previous employers.

HR then reviews completed forms and gives appropriate experience credit/steps on the compensation schedule. BECS will then reach out to inform the new employee of their placement on the schedule.

STEP 6: Benefits Information

Eligible employees will receive an email for online enrollment once required hiring paperwork is completed, submitted, and processed. Review Benefits page for information regarding eligibility, enrollment, and next steps.

STEP 7: Employee Handbook & Payroll Information

Review Payroll Information and the Employee Handbook. All new employees are required to become familiar with the contents of the Employee Handbook. If the employee is hired prior to the beginning of the school year, the employee will be



provided the most current employee handbook and receive handbook training at BECS beginning of the year professional development.

Human Resources Contact

For questions or inquiries related to Human Resources, please contact

Russell Warwick

Email: rwarwick@bromleyeastcs.org