



# ONBOARDING CHECKLIST

## FOR YES FOR EARLY SUCCESS COOPERATIVE

### EMPLOYEE INFORMATION:

- Completed Employee Application
- Proof of Identity (e.g., Driver's License, Passport)
- Proof of Right to Work (e.g., Social Security Card, Work Authorization)
- Signed Employment Offer Letter
- Completed IRS Form W-4 (Employee's Withholding Allowance Certificate)
- Completed I-9 Form (Employment Eligibility Verification)
- Direct Deposit Information (if applicable)

### BACKGROUND CHECKS & CLEARANCES:

- Completed Background Check through Washington State Department of Children, Youth, and Families (DCYF)
- Fingerprint Clearance (as required for ECEAP roles)
- Tuberculosis (TB) Screening Results
- Child Abuse and Neglect Registry Check

### TRAINING & CERTIFICATION:

- First Aid/CPR Certification (current and valid)
- Food Handler's Permit (if applicable)
- DCYF ECEAP Staff Qualifications (Lead Teachers, Family Support, etc.)
- Required Orientation on ECEAP Performance Standards
- Completed Health and Safety Training as per DCYF requirements
- Completed Professional Development Plan in alignment with PDTR-11

### EMPLOYMENT AGREEMENT & POLICIES:

- Signed Employee Handbook Acknowledgment
- Signed Code of Conduct & Ethics Agreement
- Signed Non-Disclosure Agreement (NDA)
- Signed Confidentiality Agreement
- Signed Conflict of Interest Policy
- Signed Technology Use Agreement

### PAYROLL & BENEFITS ENROLLMENT:

- Completed Employee Benefits Enrollment (Medical, Dental, Vision)
- Completed Retirement Plan Enrollment (if applicable)



- Signed PTO and Leave Policy Acknowledgment
- Worker's Compensation Information (signed acknowledgment)

#### **POSITION-SPECIFIC DOCUMENTATION:**

- Job Description Review and Signed Acknowledgment
- Completed Regional Training (specific to Regional Director, Family Support, or Subcontractor roles)
- Completed Technology Training (Google Classroom, Parachute Food Program, etc.)

#### **WASHINGTON STATE EMPLOYMENT COMPLIANCE:**

- Washington Paid Family and Medical Leave (PFML) Acknowledgment
- Washington State Minimum Wage Acknowledgment
- Washington State Overtime Laws Acknowledgment (Non-exempt positions)

#### **ADDITIONAL ONBOARDING REQUIREMENTS:**

- Liberatory Design Principles Training Completion
- Safety and Emergency Procedures Training
- Organizational Mission and Vision Acknowledgment
- Time-Off Request Guidelines Acknowledgment
- Policy and Procedures regarding procurement/request for funds

This checklist ensures compliance with Washington State law and DCYF regulations, while also incorporating the values and structure of YES For Early Success Cooperative.