



# 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.