



EEU All-Staff Onboarding Requirements

ALL STAFF (salaried, hourly & volunteer) please complete this checklist, then see below.

Complete

- 1. Emergency Contact Google Form to be completed annually.
- 2. Fingerprints in the office (current employees will be prompted when needed every 2 years)
- 3. Bloodborne Pathogens online training
Staff with UW email
Staff without UW email, contact school office

Read and Sign Annually

- A. DSHS Confidentiality Agreement
- B. Classroom Handbook
- C. Building Handbook
- D. Emergency Procedures

I have read and understood the EEU's classroom and building handbooks. I have also read through our emergency procedures and know where to find all of these documents should I need to reference them.

NAME _____ DATE _____

Volunteers, you are done -- Paid staff, please FLIP OVER



EXPERIMENTAL EDUCATION UNIT

Onboarding Checklist (cont)

Find your program/role and check off the onboarding requirements specific to that program. If you work across more than one program, you need to complete the requirements of both.

Early Support Program

- 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- 2. Head Teachers submit **updated** license/certificate
- 3. CPR/1st Aid Certification - Full-Time Staff Only
- 4. Food Handler's Permit - Full-Time Staff Only
- 5. DSHS Mandatory Reporting
- 6. DSHS Policies -- Read and Sign
- 7. DSHS Background Check - Every 3 Years
- 8. Insurance-based Service Guide -- Read and Sign
- 9. ES Confidentiality & Security Agreement
- 10. HIPPA Training Certificate
- 11. TB Test Upon Hire

Preschool & DATA Project

- 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- 2. Head Teachers submit **updated** license/certificate
- 3. CPR/1st Aid Certification - Full-Time Staff Only
- 4. Food Handler's Permit - Full-Time Staff Only
- 5. TB Test Upon Hire

Kindergarten

- 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- 2. Head Teachers submit **updated** license/certificate
- 3. CPR/1st Aid Certification - Full-Time Staff Only
- 4. Food Handler's Permit - Full-Time Staff Only

Related Services

- 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- 2. Submit **updated** license/certificate
- 3. CPR/1st Aid Certification
- 4. Food Handler's Permit

When completed, please email program assistant at the front desk.