**EMPLOYEE CREDENTIALS**

*The following Employee Paperwork are required documents that must be completed and compliant at the point hire and maintained throughout employment.*

**Employment Documents**

* Application for Employment **Date of Hire:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *8110(12)(a)*
* ***Resume*** *8110(12)(a)*
* Credentials Verification *Official College/University/High School or GED Transcript or copy of diploma/degree/certificate.* **Highest Level of Education:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Rule 8122(5),(7)*
* Letter of Employment Agreement *Rule 8110(6)*
* Job Description with signature
* Verification of Identity/Copy of Valid State Driver’s License or ID *8110(12)(a)*
* Form I-9
* Reference Authorization and Release Statement
* W-4 Federal Income Tax
* Employee Emergency Information Form
* New Hire Payroll Summary

**Background Checks**

* Michigan Child Care Background Check Consent and Disclosure *Rule 8112(2)(a),(b)*
* Michigan Child Care Background Check Results

**Health Compliance Documents (see Medical File)**

* Physical Exam
* Negative TB Results *Rule 8128*
* Vaccination Record or Monthly Covid Test Results

**Compliance Documents**

* Convicted/Suspected Child Abuse/Neglect Disclaimer
* Affirmation of Child Abuse and Neglect Training *Rule 8125(5)*
* Confidentiality Agreement
* Discipline Policies and Procedures *Rule 8140(4)*

**Trainings – 16 CLOCK HOURS ANNUALLY** *Rule 8131(6)*

* Child Abuse/Neglect
* First Aid/CPR *Rule 8131(10)*
* Anti-harassment and Non-discrimination
* Cultural Competence and Diversity
* Emergency Preparedness
* HIPAA Basics
* Medication Administration
* Universal Precautions/Bloodborne Pathogens *8131(10)*
* Recipient Rights
* Shaken Baby *Rule 8131(3)*
* Safe Sleep *Rule 8131(2)*

**WORK PERFORMANCE MANAGEMENT AND DEVELOPMENT, ONGOING EMPLOYMENT**

*The following documents relate to employee’s ongoing performance, development and employment.*

* Performance Evaluations (90 days; 120 days, if required; and Annual)
* Staff/Class Evaluation (Initial, Self, Education)
* Professional Development Plan *Rule 8131(8)*
* Professional Development Plan Annual Update
* Performance Improvement Plan (If applicable)
* Correspondence

**CHANGES IN EMPLOYMENT**

*The following documents relate to changes in the status of employment.*

* Disciplinary Write-Ups/Counseling Notes
* Payroll Change Notices
* Unemployment Verifications or Determinations
* Letter of Resignation or Letter of Termination
* Exit Checklist