

CF Hiring Staff Checklist

Be familiar with BOLI regulations (labor Laws) regarding payroll, work hours, breaks and overtime

Be familiar with OSHA requirements: Universal precautions for blood borne pathogens*

Be familiar with legal requirements www.irs.gov (check with an accountant or use payroll program or service)

- taxes you will have to pay-payroll taxes ,social security, Medicare, federal unemployment
- you will need workman's compensation

Do you have an Employee Identification # (EIN)? www.irs.gov

When hiring staff

- **Carefully screen:**
 - Use legal interview questions*
 - Verify information on resume, check they qualify for position and and check references*
 - Must have central background check completed before employment with children starts
Must have CPR/First Aide, Child abuse class (RRCAN) food handlers card, ICCHS, Safe Sleep, Foundations of Learning (within 90 days)
- **Thoroughly train:**
 - Have a job description*
 - Orientation with 2 weeks*
 - **Have an employee handbook***
 - Employee acknowledgment, general policies, benefits and compensation, payroll, health and safety, professionalism, relationships with children and families, Instructional planning and methods, learning environment
 - Closely supervise
 - Observe and document on a regular basis*
 - Evaluate
 - Use an evaluation tool/performance appraisals*
 - Use progressive discipline/disciplinary procedures where necessary*
- **Keep required records**
 - W-4* for withholdings
 - I-9* to verify eligibility for employment
 - Staff training record/ORO
- Taxes and withholdings (accountant or payroll service or program)
 - Send in new hire report form
 - Withhold federal and state income taxes
 - Withhold social security and Medicare taxes quarterly (Form 941)-if you pay less than \$4000 in wages in a year file annual Form 944.
 - Pay federal unemployment taxes annually (Form 940)
 - File annually forms W-2 and W-3 to report SS and Medicare taxes
 - Get workman's compensation
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*samples of this available through the CCR&R of Multnomah County office

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