

## FAMILY-FRIENDLY WORKPLACE ASSESSMENT

### EMPLOYER DEMOGRAPHICS

This section is used to capture information about your organization and employee population.

Business/Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Primary Contact \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Secondary Contact \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_

**Please indicate your industry:**

Agriculture, forestry, fishing, and hunting

Accommodation/Food Service

Administrative/Support

Construction

Education

Finance/Insurance

Information Technology/Technology

Oil & Gas

Professional Services

Real Estate/Rental/Leasing

Retail/Wholesale Trade

Other: \_\_\_\_\_

**Please indicate your sector:**

- Public
- Private
- Nonprofit
- Local Government
- State Government

**Does your workplace have 50 or more employees on your payroll?**

- Yes
- No

**What does the breakdown of individuals look like in your workplace?**

- \_\_\_ Number of Full-Time
- \_\_\_ Number of Part-Time
- \_\_\_ Number of Contractors
- \_\_\_ Number of Volunteers

**What percentage of full-time salaried employees are within the following income ranges (%)?**

- \_\_\_ Up to \$28,000
- \_\_\_ \$28,000 - \$48,000
- \_\_\_ \$48,000 - \$88,000
- \_\_\_ \$88,000+



## POLICIES & BENEFITS

Financial security supports a family's physical, social, and emotional health. Core benefits and policies contribute to the wellbeing of employees and their families.

**Do you offer paid benefits to your employees and/or their dependents (spouse/domestic partner, children)?**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Salaried Employees
<input type="checkbox"/>	<input type="checkbox"/>	Hourly Employees
<input type="checkbox"/>	<input type="checkbox"/>	Dependents (Spouse/domestic partners, children)

**Which of the following benefits do you offer to your employees (check all that apply)?**

- Healthcare
- Dental
- Vision
- Paid Time Off (PTO) - Includes vacation & sick time
- Paid Sick Leave (separate from PTO)
- Paid Vacation Leave (separate from PTO)
- Life Insurance
- Employee Assistance Program
- Flex Spending Account/Health Savings Account

**Do you offer leave to your employees?**

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Paid
<input type="checkbox"/>	<input type="checkbox"/>	Partially Paid
<input type="checkbox"/>	<input type="checkbox"/>	Unpaid

**What types of leave do you offer your employees (check all that apply)?**

- FMLA (12 weeks of leave in every 12 month period)
- Leave (less than 12 weeks)
- Leave (more than 12 weeks)
- Short-term Disability
- Long-term Disability
- Bonding time for new parents
- Adoption Assistance
- Employee Assistance Program
- Leave of Absence/Sabbatical (unrelated to medical)

**Please explain any barriers that may exist for your company if you are unable to offer any of the benefits listed above.**



Are employees able to donate time to other employees for vacation or sick time?

- Yes
- No

Does your workplace offer any of the following child care benefits? (check all that apply)?

- On-site child care
- Child care subsidy or voucher
- Referrals for child care
- Emergency child care/backup child care
- Other (please specify): \_\_\_\_\_
- None

## FLEXIBILITY

Allowing flexibility in the time or place work is performed is helpful to employees in managing their work and personal responsibilities.

Does your workplace have a written policy for flex-time?

- Yes
- No

What flexible work arrangements do you provide for your employees (check all that apply)?

- Return to work gradually post leave
- Take short notice off for emergencies
- Time off during work hours for medical and/or personal appointment
- Job sharing
- Have compressed work week
- Telework
- Work part day to match school schedules
- Work part year to match school schedules
- Attend school meetings/parent conferences during the day

Are there any cases where you do not offer flexibility? Please explain.

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Do you evaluate and offer flexibility based on the nature of the job?

- Yes
- No

If school is closed unexpectedly, are employees permitted to do any of the following (check all that apply)?

- Work from home
- Adjust work schedule to make up time (e.g. employee can come to work an hour early to leave an hour early, or work an extra hour during the following work day)
- Take the day off (paid)
- Access work-provided emergency/backup child care referrals
- Bring child to work
- Other: \_\_\_\_\_



In what other ways does your workplace support work/life integration for your employees?

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## NEW PARENTS

While the federal and state requirements are slightly different, employers must comply with the requirements that are more protective of employees to accommodate nursing mothers in the workplace as well as offer assistance to new and expecting parents (moms and dads).

**What accommodations do you provide for new and nursing mothers (check all that apply)?**

- Reasonable break time for employees to express milk
- Functional space for expressing milk (meaning room is shielded from view, free from intrusion, available as needed, and not a bathroom)
- A private space with a sink
- Appropriate breast milk storage (such as a refrigerator or small cooler)
- Lactation space accessible to clients/customers
- None

Please explain any barriers that may exist for your company if you are unable to offer any of the accommodations listed above.

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Please list any additional accommodations for nursing mothers that your organization offers:

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Do you (or would you) provide modified duty for expecting mothers? For example, do you assess the job roles and hazards for expecting mothers and provide alternative duties that are fit for both physical and cognitive function.

- No
- Yes. Please explain: \_\_\_\_\_

Do you (or would you) allow employees to bring their babies (biological, adopted or foster) to work for short visits?

- Yes
- No

**What types of education or training do you provide for new and/or expecting parents (check all that apply)?**

- Breastfeeding
- Financial planning
- Parenting
- Self-Care
- Sleep management
- Stress management
- Support groups
- Counseling (mental health, family, spouse)
- Other: \_\_\_\_\_
- None



How do you communicate new parent benefits to your employees (select all that apply)?

- Through written policies
- Through training
- Information is provided during on-boarding
- As needed by HR (i.e. the employee as a family need and goes directly to HR for guidance)
- On-going marketing
- Other: \_\_\_\_\_
- We don't communicate new parent benefits to employees

## COMMUNICATION, EDUCATION & TRAINING

Experts in family-friendly employment emphasize the importance of the manager's role in implementing and supporting a family-friendly workplace. Training and communication can build these skills and inform managers and employees.

Which of the family-friendly policies and practices are manager and employees trained on (check all that apply)?

MANAGERS

EMPLOYEES

<input type="checkbox"/>	<input type="checkbox"/>	Leave (FMLA, paid leave)
<input type="checkbox"/>	<input type="checkbox"/>	Work Flexibility
<input type="checkbox"/>	<input type="checkbox"/>	Health Benefits
<input type="checkbox"/>	<input type="checkbox"/>	Return to Work (after parental leave)
<input type="checkbox"/>	<input type="checkbox"/>	Child Care Resources
<input type="checkbox"/>	<input type="checkbox"/>	Breastfeeding Accommodations
<input type="checkbox"/>	<input type="checkbox"/>	Tuition Support
<input type="checkbox"/>	<input type="checkbox"/>	Directing Employees to Advice/Counseling for Family Support
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify): _____
<input type="checkbox"/>	<input type="checkbox"/>	None

When do you offer trainings on the above policies and practices (select all that apply):

- During on-boarding
- Quarterly
- Biannually
- Annually
- When new policies are implemented
- We don't offer training on workplace policies and benefits
- Other: \_\_\_\_\_



Please explain how employees and managers are held accountable for complying with family-friendly policies and practices:

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Please indicate to what extent you agree or disagree with the following statements:

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE
Our workplace makes a real and on-going effort to inform and encourage employees to utilize available resources for managing work and life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a general practice, employees are encouraged to speak to supervisors/managers about family needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management models the way by utilizing family-friendly benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership prioritizes family-friendly benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management encourages employees to utilize family-friendly benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Representatives from all levels of management utilize family-friendly benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What motivates your organization to create family-friendly benefits (check all that apply):

- Family-Friendly benefits improve employee health outcomes.
- Family-Friendly benefits decrease work-family demands.
- Family-Friendly benefits reduce employee stress.
- Family-Friendly increase employee productivity.
- Family-Friendly benefits increase employee retention at the workplace.
- Family-Friendly benefits attract new employees to the workplace.
- Family-Friendly benefits improve employee morale at the workplace.

What additional benefits do you provide that might be considered family-friendly? In other words, what else should we know about your workplace that isn't indicated in this assessment?

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THANK YOU



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