HEALTH LINKS

Family-Friendly Workplace Survey

The Family-Friendly Workplace Survey is a tool that you can use to assess how family-friendly your workplace is and to inform future programs and policies. The survey includes questions that cover four benchmarks:

- Benefits: What healthcare, benefits, and leave policies does your organization offer?
- Flexibility: How flexible is your workplace with when and where team members work?
- Caregiving: What programs and policies does your organization offer to support caregivers of all types?
- Engagement: How do leaders demonstrate support? How does your organization communicate internally and externally?

This 40-question survey should take you no longer than 15 minutes to complete.

EXECUTIVES PARTNERING TO
INVEST IN CHILDREN
EPIC

CDPHE | COLORADO
CO Department of Public
Health & Environment

Employer Demographics

Location

Organization Name

Website

Phone Number

Address 1

Address 2

City

State

Zip Code

Contacts

Primary Contact Name

Secondary Contact Name

Primary Contact Position

Secondary Contact Position

Primary Contact Phone

Secondary Contact Phone

Primary Contact Email

Secondary Contact Email

Number of Employees

Total including full time, part time, & contractors

Part time (less than 50% time)

Full time (more than 50% time)

Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)

Number of Employees by Gender

Female

Nonbinary

Male

Number of Employees by Age

<21 years of age

50-65 years of age

21-29 years of age

>65 years of age

30-49 years of age

Description

What industry does your organization identify with?

○ Accommodation and food service

○ Information

○ Administration & support & waste management & remediation services

○ Manufacturing

○ Agriculture, forestry, fishing and hunting

○ Mining, oil & gas extraction

○ Art, entertainment, and recreation

○ Public administration

○ Construction

○ Retail/wholesale trade

○ Educational services

○ Real estate & rental & leasing

○ Finance & insurance

○ Transportation, warehousing & utilities

○ Healthcare and social assistance

○ Other services

Is your business at least 51% owned, controlled, and actively managed by any of the following?

☐ Minority Person(s) ☐ Woman/Women ☐ LGBTQ(s)

☐ Veteran(s) ☐ Disabled Person(s) ☐ None of the Above

Motivation for organizational commitment to health and safety.

Please select the primary reasons for prioritizing workplace health, safety, and well-being.

☐ To improve the health of our employees and their families ☐ To decrease absenteeism

☐ To improve employee morale ☐ To increase employee retention

☐ To enhance productivity ☐ Other:

☐ To contain costs

Benefits

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

Does your organization pay to offer medical plans (health insurance) to any of the following groups?

	Yes	No
Employee Only	☐	☐
Employee + Spouse/Partner	☐	☐
Employee + Child(ren)	☐	☐
Family	☐	☐

Does your organization offer any of the following benefits? Check all that apply.

Employee Assistance Program: an employee assistance program assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being.

FSA/HAS: a Flexible Spending Account, or FSA, is an employee benefit program that allows employees to set aside money, on a pre-tax basis, for certain health care and dependent care expenses. A health savings account (HAS) is a tax-advantaged medical savings account available to taxpayers in the United States who are enrolled in a high-deductible health plan (HDHP).

☐ Retirement Plans ☐ Employee Assistance Programs (EAP)

☐ Basic Life and AD&D ☐ Adoption Assistance

☐ Long-term Disability ☐ Child Care Assistance (on-site, off-site, emergency/back-up care)

☐ Short-term Disability ☐ Elder Care Assistance

- ☐ Health Savings Accounts
- ☐ Flex Spending Accounts
- ☐ Dependent Care Savings Accounts
- ☐ 529 Plans (Qualified Tuition Plans)

- ☐ Tuition Assistance
- ☐ Other: _____
- ☐ None of the above

Does your organization have the following groups of employees? Check all that apply.

	Yes	No
Salaried	☐	☐
Hourly	☐	☐

Does your organization offer any of the following types of paid time off? Check all that apply.

This would include paid leave for sick time, vacation, FMLA, or other.

- ☐ Paid Holidays
- ☐ Paid Vacation Time
- ☐ Paid Sick Leave
- ☐ Paid Time Off Bank (combined vacation time & sick leave)

- ☐ Paid Parental Leave (maternity, paternity leave)
- ☐ Paid Family Leave (caregiver leave)
- ☐ Paid Bereavement Leave (funeral leave)
- ☐ Other: _____

Are there any opportunities or barriers that exist for your organization in terms of offering additional medical plans (health insurance), benefits, and/or paid time off? Please explain.

[   ]

Flexibility

Flexibility can be defined as allowing work to be done outside of the traditional work schedule, or in different locations. Employer policies that allow flexibility in the time or place work is performed help employees manage their work and personal responsibilities.

Does your organization offer flexible work arrangements based on the nature of the job?

Making sure the job tasks and the individual are a good fit for a flexible work arrangement is important for the employer to assess. One size does not fit all.
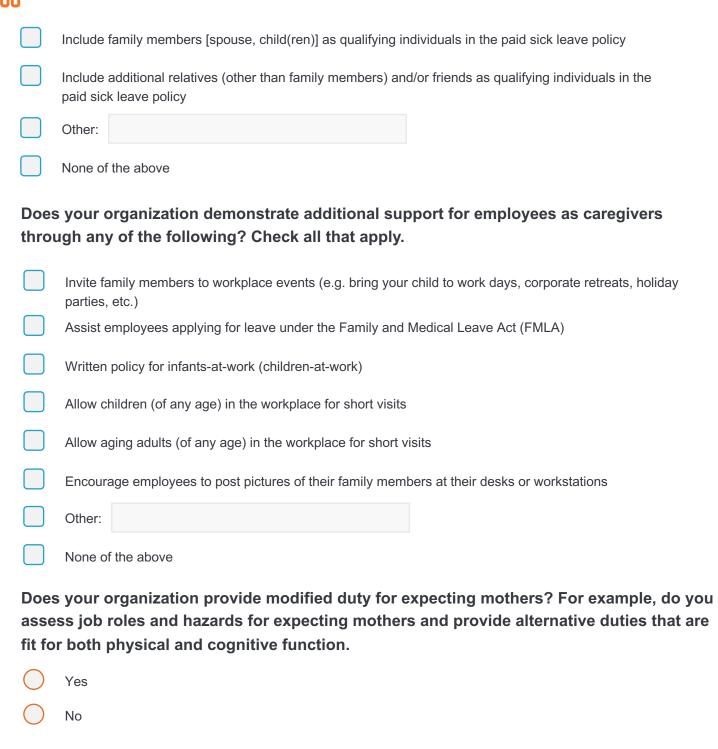
○ Yes   ○ No

Does your organization provide any of the following flexible work arrangements? Check all that apply.

We believe that flexibility in the workplace offers the support employees need to meet the demands of both work and home. By creating a flexible workplace, businesses will be able to create an environment that satisfies the criteria of a family-friendly workplace.

- [ ] Telework, remote work, or work-from-home arrangements

- [ ] Flextime, staggered start and end times within a range of hours during the work day

- [ ] Compressed work week (i.e. four 10-hour shifts for full-time employees)

- [ ] Job sharing (creating more part-time jobs, job sharing roles, and allowing employees to swap shifts)

- [ ] Time off on shorts notice for emergencies (school closures, sick children, weather/natural disasters, family emergencies)

- [ ] Time off during work hours for personal appointments (medical, mental health, other)

- [ ] Flex scheduling to accommodate caregiving responsibilities (school meetings, parent conferences, elder care)

- [ ] Return to work gradually post leave (parental, family/caregiver, disability, other)

- [ ] Other: _____

- [ ] None of the above

Does your organization demonstrate support for flexible work arrangements through any of the following? Check all that apply.

- [ ] Leaders (top management) are role models for prioritizing flexible work arrangements (e.g. they walk the talk!)

- [ ] Managers and supervisors have the authority to provide flexible work arrangements to the employees they supervise

- [ ] Top management holds managers and supervisors accountable for providing flexible work arrangements to employees

- [ ] Written policy for flexibility (e.g. flex-time, telework, etc.)

- [ ] Other: _____

- [ ] None of the above

Are there any opportunities or barriers that exist for your organization in terms of offering flexible work arrangements? Please explain.

Caregiving

One in six employees is a caregiver for a relative or friend. It is important for organizations to support the caregiving needs of all employees by embracing diversity and inclusivity and understanding the role of the modern family within the modern workplace.

Does your organization support all employees as caregivers? (e.g. address stigma, build awareness, foster a culture of compassion?

○ Yes   ○ No

Does your organization offer any of the following additional benefits to support employees as caregivers? Check all that apply.

☐ Support groups (e.g. new parents, caregivers, breastfeeding) with dedicated resources (time, space, money, etc.)

☐ Mentoring program for experienced employees to coach employees with less experience

☐ Coaching (online or in-person) to assist employees in developing a caregiving plan

☐ Legal and/or financial counseling for employees (and their family members)

☐ Stress-relief therapies on-site or discounts for services away from work (e.g. exercise, fitness, massage, meditation, yoga)

☐ Other:

☐ None of the above

Does your organization offer any of the following additional paid leave policies to support employees as caregivers? Check all that apply.

☐ Unlimited paid time off

☐ Floating holidays (paid)

☐ Allow employees to donate paid time off (vacation, sick, family) to other employees

☐ Apply the same paid time off policy (parental leave) for both maternity and paternity leave
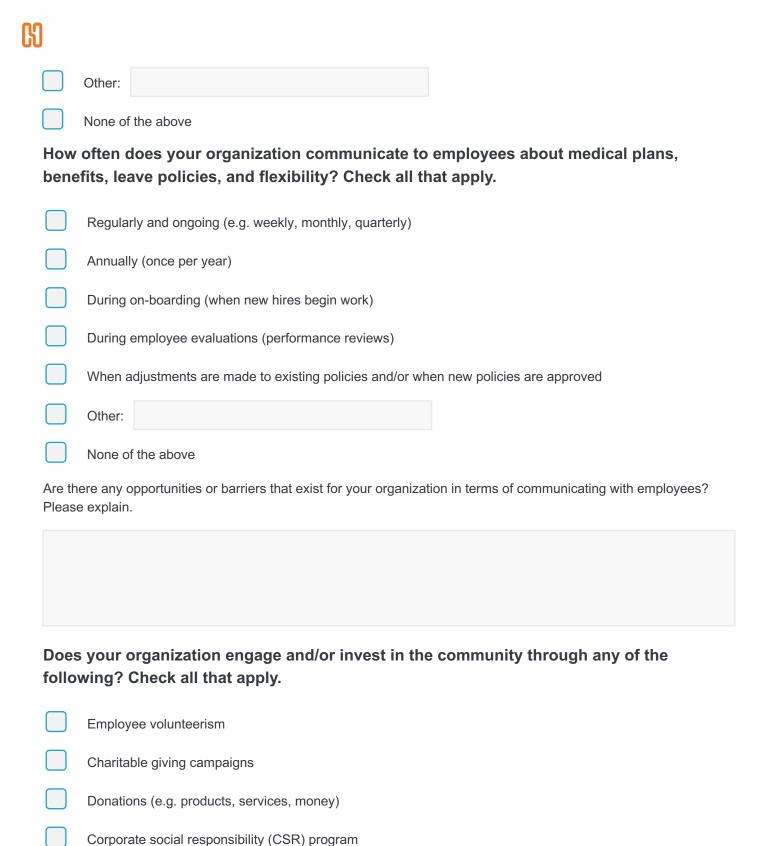
☐ Include family members [spouse, child(ren)] as qualifying individuals in the paid sick leave policy

☐ Include additional relatives (other than family members) and/or friends as qualifying individuals in the paid sick leave policy

☐ Other: _____

☐ None of the above

Does your organization demonstrate additional support for employees as caregivers through any of the following? Check all that apply.

☐ Invite family members to workplace events (e.g. bring your child to work days, corporate retreats, holiday parties, etc.)

☐ Assist employees applying for leave under the Family and Medical Leave Act (FMLA)

☐ Written policy for infants-at-work (children-at-work)

☐ Allow children (of any age) in the workplace for short visits

☐ Allow aging adults (of any age) in the workplace for short visits

☐ Encourage employees to post pictures of their family members at their desks or workstations

☐ Other: _____

☐ None of the above

Does your organization provide modified duty for expecting mothers? For example, do you assess job roles and hazards for expecting mothers and provide alternative duties that are fit for both physical and cognitive function.

○ Yes

○ No

Does your organization provide any of the following accommodations for new and nursing mothers? Check all that apply.

Federal Law: The Patient Protection and Affordable Care Act requires that employers provide "reasonable break time for an employee to express milk for her nursing child for 1 year after the child's birth each time such employee has a need to express the milk."

State Laws: There are state-specific laws to supporting nursing mothers in the workplace. For example, in Colorado the Workplace Accommodations for Nursing Mothers Act requires public and private employers who have one or more employees to provide reasonable unpaid break time or permit an employee to use paid break time, meal-time, or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth.

- ☐ Written policy for expressing milk in the workplace (breastfeeding/lactation policy)
- ☐ Reasonable break time for employee to express milk
- ☐ Functional space for expressing milk (meaning room is shielded from view, free from intrusion, available as needed, and not a bathroom)
- ☐ Private space with a sink for expressing milk
- ☐ Appropriate storage for breast milk (e.g. refrigerator, small cooler)
- ☐ Other: _____
- ☐ None of the above

Are there any opportunities or barriers that exist for your organization in terms of supporting the caregiving needs of all employees? Please explain.

Engagement

Family-friendly workplaces emphasize the role of managers to implement policies and practices that support all employees. Clear and consistent communication help build these skills and inform managers and employees.

When communicating with employees, does your organization consider diversity and inclusivity including ethnicity, language, reading levels, age, and gender?

- ○ Yes
- ○ No

How does your organization communicate about medical plans, benefits, leave policies, and flexibility? Check all that apply.

- ☐ Company and team meetings
- ☐ Multiple communications channels (email, newsletter, direct mail)
- ☐ Regular updates to inform stakeholders (e.g. board of directors, company shareholders, management teams)
- ☐ Employee trainings (in-person or online)
- ☐ Social Media (Facebook, Twitter, LinkedIn)

☐ Other: [_____]

☐ None of the above

How often does your organization communicate to employees about medical plans, benefits, leave policies, and flexibility? Check all that apply.

☐ Regularly and ongoing (e.g. weekly, monthly, quarterly)

☐ Annually (once per year)

☐ During on-boarding (when new hires begin work)

☐ During employee evaluations (performance reviews)

☐ When adjustments are made to existing policies and/or when new policies are approved

☐ Other: [_____]

☐ None of the above

Are there any opportunities or barriers that exist for your organization in terms of communicating with employees? Please explain.

[_____]

Does your organization engage and/or invest in the community through any of the following? Check all that apply.

☐ Employee volunteerism

☐ Charitable giving campaigns

☐ Donations (e.g. products, services, money)

☐ Corporate social responsibility (CSR) program

☐ Other: [_____]

☐ None of the above

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

	Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree
Our organization makes a real and on-going effort to inform and encourage employees to utilize all available resources for managing work and life.	○	○	○	○	○
Leadership encourages all employees to focus on health and well-being by utilizing medical plans, benefits, and leave policies.	○	○	○	○	○
Managers and supervisors are sympathetic to the caregiving responsibilities of employees (child care, elder care, dependent care).	○	○	○	○	○
In the event of a conflict, managers and supervisors are compassionate when employees put their family first.	○	○	○	○	○
As a general practice, employees are encouraged to speak to managers and supervisors about their family and caregiving responsibilities.	○	○	○	○	○
Representatives at all levels of the organization utilize medical plans, benefits, and leave policies that are offered.	○	○	○	○	○

What motivates your organization to be a family-friendly workplace? Check all that apply.

☐ Family-Friendly workplaces improve employee health outcomes

☐ Family-Friendly workplaces reduce employee stress

☐ Family-Friendly workplaces improve employee morale

☐ Family-Friendly workplaces increase employee engagement

☐ Family-Friendly workplaces increase employee productivity

☐ Family-Friendly workplaces help recruit new employees

☐ Family-Friendly workplaces increase employee retention

☐ Family-Friendly workplaces compete for awards and recognition

HEALTH LINKS

Health Links is a mentoring program that champions health and safety at work. We offer evidence-based Healthy Workplace Certification and advising services to help organizations and their team members achieve Total Worker Health®.

As a program based in the Center for Health, Work & Environment at the Colorado School of Public Health, our deep experience as researchers and industry trailblazers informs everything we do for you.

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