

Family Friendly Workplace Application Instructions

Following submission of the Family Friendly Workplace Application, a FFW Engagement Specialist will contact and meet with the FFW applicant to verify application responses. Please have written documents ready and available to support application responses. (Examples: written personnel policies, written employer practices, etc.)



Question 1

1. Healthcare Coverage. What percent of the healthcare premium does the employer cover for employee PLUS family? Please note, points are only awarded for premiums that include family coverage. Select one:

- 100% employer-paid coverage of employee PLUS family premium.
- 75-99% employer-paid coverage of employee PLUS family premium.
- 50-74% employer-paid coverage of employee PLUS family premium.
- Less than 50% employer-paid coverage of employee PLUS family premium.

Instructions:

Select one of the four categories listed above.

To calculate the percentage of premium paid by the employer one must: Divide the employer paid monthly premium by the total monthly premium to get X number. Then proceed to multiply that number by 100 to get the exact percentage premium paid by the employer.

Employer Paid Monthly Premium
for family coverage

_____ = X number x 100 = % of Premium Paid by Employer
Total Monthly Premium

Example. \$600
 _____ = 0.6 x 100 = 60% of the Premium is paid by Employer
 \$1,000

Question 2**2. Healthcare Coverage. What type of healthcare benefits does employer provide? Select all that apply:**

- Employer contributes to Health Reimbursement Account (HRA).
- Employer contributes to a Health Savings Account (HSA).
- Employer offers a Health Savings Account (HSA) (employer does not contribute).
- Employer contributes to a Flexible Spending Account (FSA) for healthcare.
- Employer offers a Flexible Spending Account (FSA) for healthcare (employer does not contribute).

Instructions:

Select any of the above listed coverage benefits an employer provides. An employer will gain additional points for contributing to an HRA/HSA/FSA Account.

Question 3**3. Childcare Cost Support. Does the employer provide financial support for childcare? Select all that apply:**

- Employer offers on-site childcare at a 3-star rating or higher (per YoungStar's childcare rating system).
- Employer pays 50% or more of family expenses for childcare at a 3-star rating or higher (per YoungStar's childcare rating system).
- Employer pays 25-49% of family expenses for childcare at a 3-star rating or higher (per YoungStar's childcare rating system).
- Employer contributes to a Flexible Spending Account (FSA) for childcare.
- Employer offers a Flexible Spending Account (FSA) for childcare (employer does not contribute).

Instructions:

If an employer pays a percentage of family expenses for childcare at a 3-star rating or higher by the Young Star's childcare rating system standard, please select one level that applies. The maximum number of categories that may be selected is four (Employer offers on-site child care at a 3-star rating or higher, employer pays a percentage of family expenses for childcare at a 3-star rating or higher, employer contributes to a FSA, and employer offers a FSA.)

Wisconsin YoungStar Website: <http://dcf.wisconsin.gov/youngstar/program.htm>

Question 4

4. Paid Time Off (PTO). PTO includes employee vacation, sick time, time off for appointments, family commitments, etc. In answering this question, please respond for an employee with three years of service. Select up to two, considering full- and part-time employees:

- For employees with three years of service, company provides 120 hours (three weeks) or more of paid leave for full-time employees.
- For employees with three years of service, company provides 120 hours (three weeks) or more of paid leave for part-time employees on a pro-rated basis.
- For employees with three years of service, company provides 80 hours (two weeks) or more of paid leave for full-time employees.
- For employees with three years of service, company provides 80 hours (two weeks) or more of paid leave for part-time employees on a pro-rated basis.

Instructions:

In answering this question, please respond for an employee with three years of service. Select up to two categories, considering full- and part-time employees. Please note that one week equates to a 40-hour work week.

Question 5

5. Additional Paid Time Off for Maternity, Paternity, and Bereavement Leave. Select up to three:

- Employer offers paid maternity leave for 12 weeks or more (not including short-term disability).
- Employer offers paid paternity leave for six weeks or more.
- Employer offers paid maternity leave for six weeks or more (not including short-term disability).
- Employer offers paid paternity leave for three weeks or more.
- Employer offers short-term disability (STD) at a minimum of six weeks at 50% or more of wages.
- Employer offers paid bereavement leave.

Question 6

6. Unpaid Time Off. Select all that apply:

- Employer offers five days or more of additional time beyond PTO for family obligations.
- Employer offers unpaid maternity leave beyond minimum required under Family Medical Leave Act (FMLA).
- Employer offers unpaid paternity leave beyond minimum required under Family Medical Leave Act (FMLA).

Instructions:

Select all that apply. Please note, employers who have 50 or more employees (for at least 20 work weeks in the current or preceding calendar year) are obligated by the Family and Medical Leave Act to provide employees with up to 12 workweeks of unpaid leave (this time may be paid at the employer's discretion). An employer with 50 or more employees will only gain unpaid maternity and/or paternity leave points if it provides unpaid leave beyond the 12 weeks of paid or unpaid time. If an employer has less than 50 employees, such company is not obligated to provide any unpaid leave, but will acquire points if it does provide unpaid maternity and/or paternity leave.

Please note that the words "maternity" and "paternity" must appear in the written company policy to receive points.

Question 7**7. Flexible Employee Work Time. Does employer provide any of these work options? Select all that apply:**

- Employer-approved variable day or variable week work schedule available to hourly and salaried employees.
- Employer-approved 50% job sharing with another employee available to hourly and salaried employees.

Instructions:

To receive points for variable day or variable workweek, it must be an exception to the normal rule and due to family obligations. Examples of variable day or variable workweek include: 1) school time hours to allow parents to drop off and pick up children, 2) flex-time to accommodate childcare/eldercare schedules. Evidence may be found in personnel files with the employer-employee agreement documented for a specified time.

Question 8**8. Amenities/Services. Does employer provide any of these amenities or services? Select all that apply:**

- Employer provides preferred parking for pregnant moms.
- Employer provides a private area with a refrigerator for nursing or expressing moms.
- Employer provides family friendly public areas.
- Employer provides employee assistance program (EAP) and/or referrals to community services.

Instructions:

Select all that apply. To receive points:

-For preferred parking, there must be outside signage designating parking for pregnant moms with a photograph for documentation.

-For nursing or expressing moms, there must be a private area (not bathroom, lunchroom) with a designated refrigerator (not the employee lunchroom refrigerator)

-For family friendly public areas, there must be a specified child play area with table, chairs, books, and/or toys

Question 9

9. Early Childhood Education Initiatives. Does employer provide any of the following? Select all that apply:

- Employer offers early childhood literature for employees.
- Employer offers early childhood speakers at employee meetings on at least an annual basis.

Instructions:

To receive points for early childhood literature for employees, employers must actively bring early childhood information to attention of their employees through articles, books, videos, and other resources. Examples include discussing and distributing information at company meetings, putting buck slip in paychecks, including articles in company newsletter, etc. These may be obtained from a local family resource center or other family-oriented agencies or organizations.

Question 10

10. Financial Support for Success By 6. Select all that apply:

- Employer offers payroll deduction for employee giving to United Way campaign.
- Employer sponsors a Success By 6 fundraising event.



www.FamilyFriendlyWorkplace.org