



Program: Adopt Family-Friendly Workplace Policies

➤ **Geographic Scope:** Nevada- Statewide

➤ **Project Focus**

- ✓ Family-Friendly Workplace Policies

➤ **Website:** <http://strongstartnevada.org/>

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Program Mission

In Nevada, over 60% of families with children under the age of six have all available parents in the workforce. Adopting family-friendly workplace policies can help ensure these families can fulfill both their family and work obligations.

Program Description

There are many types of family-friendly workplace policies that a business can adopt to support their employees. The following is a list of policies with short descriptions.¹ For more information on the benefits of each specific policy, please contact the Children's Advocacy Alliance.

- **Flex-Time:** For employees with family obligations, control of their time may be the most valuable benefit an employer can give. Flex-time - a flexible work schedule - allows people to choose when they work, as long as they put in their hours every week. Depending upon the employer, that may mean complete freedom to design their own work schedule, or being able to choose from among several set options (a four-day, rather than a five-day week, for instance, or days off mid-week instead of on the weekend, or starting and ending the workday several hours earlier or later than normal).
- **Job Sharing:** Two (or more, but that's very unusual) employees may share a single position, by each working a fraction of the necessary time. In that way, people can hold, or continue to hold, the position they want, and still have time to spend with children or aging parents, or take care of other family responsibilities.
- **Temporary or permanent switch to part-time:** A full-time employee might be allowed to change to a part-time position - either as part of a job share, or simply as a reduction in working hours - and still continue in the same position. A new mother, for instance, may want to switch to part-time for the first year of her baby's life, in order to bond and spend time with the child, and adjust to the demands of parenthood.
- **Allowing work away from the worksite:** An employee may work from home or some other remote site some or all of the time. He may communicate and discuss work issues with colleagues and supervisors by spending particular days or a set amount of time at the worksite every week, or he may "telecommute" by using telephone and e-mail. Telecommuting allows people to work at locations anywhere in the world, regardless of

¹ List of policies with short descriptions compiled from Kansas Universities Community Toolbox, <http://ctb.ku.edu/en/table-of-contents/implement/changing-policies/business-government-family-friendly/main>

the location of the actual workplace.

- **Maternity/paternity leave:** Part of an employee benefit package may be paid or unpaid leave for the birth, adoption, or acceptance of the foster placement of a child. A combination of paid and unpaid leave is also a possibility.
- **Parental leave:** This is a short-term option that allows a parent to take an afternoon or a day off to pick up a sick child at school or tend to one at home, attend a school performance or athletic event, or otherwise minister to a child's needs.
- **Family medical leave:** An employee would use this kind of leave to take care of an aging parent or a family member with a long-term illness, or to tend to her own chronic or temporary medical problems - anything from cancer treatments to arthroscopic surgery to mental health. Once again, it might be paid or unpaid, or some combination, and is usually limited to a certain number of weeks or months. Such a leave, in most cases, is also covered by FMLA.
- **Flexible emergency leave:** This offers a certain number of days a year to attend to medical or other emergencies, usually with pay.
- **Employee and family health benefits:** These may include not only generous health and dental insurance, but on-site wellness centers, on-site fitness centers or subsidies for joining a gym, and even health-and-fitness-oriented programs for employees' children or spouses.
- **Child care:** On-site day care isn't the only option here. An employer might subsidize employees' child care, paying all or some part of approved arrangements. Other possibilities are to provide referrals to reliable child care, or reserve slots at particular facilities for employees' children.
- **Elder care:** Although very few employers, if any, actually provide elder day care or home care, many provide resources and referrals - and even subsidies - for such care.
- **Family-oriented events:** Many employers arrange company picnics, Christmas parties, and other events to include employees' families.
- **Family-oriented environment:** Some employers, particularly smaller ones, make it possible for people to bring their children to the workplace from time to time when necessary. These employers may set up a playroom, with toys and children's videos to keep children busy at those times.
- **College scholarships or loans for employees' children:** An employer may award one or more scholarships a year, on a merit or need basis, to the children of employees, or may actually pay or lend some amount of tuition for each employee's child who attends college.
- **Including family issues as part of an employee assistance program:** An employer may offer seminars and workshops on parenting, keeping kids off drugs, education, and other family-oriented topics.

Logistics

The time commitment and logistics required to adopt family-friendly workplace policies will rely upon the size, type of business, and which policies your business is planning on implementing.

Cost

The cost to adopt family-friendly workplace policies is dependent upon the size, type of business, and which policies your business is planning on implementing. We are happy to connect you with similar organizations which have implemented such policies and practices in order to more accurately gauge the potential fiscal impact.