

# FPW Qualification Definitions

## Workplace Flexibility

### 1) **Flextime vs. Specific Hours**

- Flextime is an arrangement that allows an employee to alter the start and end times of her/his work day around the normal schedule of 8:00 am to 5:00 pm. Flextime does not reduce the total number of hours worked in a given workweek.

### 2) **Focus on Productivity vs. Tracking Hours**

- Productivity-based pay rewards employees based on measurement of the quantity of work and outputs. This can be done in a number of ways including management by objectives, measuring productivity quantitatively, a 360 feedback method, and measuring sales or service productivity.
- Source: <https://definitions.uslegal.com/p/productivity-based-pay/>
- Source: <https://www.universalclass.com/articles/business/the-top-8-methods-for-accurately-measuring-employee-productivity.htm>

### 3) **Compressed Workweek**

- An alternative work arrangement where a standard workweek is reduced to fewer than five days, and employees make up the full number of hours per-week by working longer hours.

### 4) **Job Sharing Options**

- A flexible work option in which two or possibly more employees share a single job.

### 5) **Work from Home/Telecommuting**

- A work arrangement in which the employee works outside the office, often working from home or a location close to home. Rather than traveling to the office, the employee “travels” via telecommunication links, keeping in touch with coworkers and employers via telephone and email.

### 6) **Part-Time Work**

### 7) **Flexible Lunch and Break Times**

### 8) **Time Off During Work Day for Family Matters**

## Child Care Services

### 9) **Onsite or Near Site Child Care**

- This allows employees to bring their young children to work, spend lunch and breaks together, check in on them and leave together at the end of the work day. This gives employees peace of mind and can be a job satisfaction drive for working parents while decreasing turnover.
- Source: <https://www.entrepreneur.com/article/248177>

### 10) **Children at Work Options**

### 11) **Child Care Benefits**

- Benefits can include child care subsidies, flexible spending accounts, dependent care assistance programs, and child care center discounts.
- Source: <https://www.wework.com/creator/how-to-guides/employee-child-care-benefits/>

### 12) **Child Care Resource/Referral**

### 13) **Backup Child Care Services**

- Back up childcare when school is closed or the child or nanny is sick.

### 14) **Pretax Dependent Care Account (Section 125)**

- A pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare.

### 15) **Unpaid School Holiday Leave**

### 16) **Nursing/Lactation Facility**

### 17) **Paid Time Off for Sick Child Care**

## 18) Sick Child Care

# Family Services

## 19) Paid Family Medical Leave

- Provides employees with 12 work weeks of leave in a 12 month period for the birth of a child and caring for the child within one year of birth, the placement with the employee of a child for adoption or foster care for the newly placed child within one year of placement, to care for the employee's spouse, child, or parent who has a serious health condition, a serious health condition that makes the employee unable to perform the essential functions of his or her job, any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- Source: <https://www.dol.gov/whd/fmla/>

## 20) Parent Education/Resources

## 21) Unpaid Family Medical Leave

- Provides employees with 12 work weeks of leave in a 12 month period for the birth of a child and caring for the child within one year of birth, the placement with the employee of a child for adoption or foster care for the newly placed child within one year of placement, to care for the employee's spouse, child, or parent who has a serious health condition, a serious health condition that makes the employee unable to perform the essential functions of his or her job, any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

## 22) Elder Care/Caregiver Leave

## 23) Unpaid Extended Family Medical Leave

## 24) Elder Care Resources

- Resources can include letting employees enroll and elderly relative on their insurance at regular family rates. You can also offer discounted long-term care insurance or having insurance that covers low-cost, in-home care.
- Source: <https://thebenefitsguide.com/elderly-care-benefits-offer-caregiver-employees/>

## 25) Paid Paternity Leave

- This is the period of time when a father stops working because he is about to have, or has just had (or adopted) a baby. Paternity leave protects the job of the employer for up to 12 weeks after a birth or adoption. This means that new fathers are entitled to return to their positions after a period of absence without penalty in pay or position. This **does** require pay during the 12 week period and it might only apply to employees who have worked a certain number of hours that the organization has decided.
- Source: <https://thebenefitsguide.com/elderly-care-benefits-offer-caregiver-employees/>

## 26) Diaper Changing Station in Male & Female Restrooms

## 27) Unpaid Paternity Leave

- This is the period of time when a father stops working because he is about to have, or has just had (or adopted) a baby. Paternity leave protects the job of the employer for up to 12 weeks after a birth or adoption. This means that new fathers are entitled to return to their positions after a period of absence without penalty in pay or position. This does not require pay during the 12 week period and it might only apply to employees who have worked a certain number of hours that the organization has decided.

## 28) Access to Family Assistance Liaison

## 29) Post Maternity Phase Back

- This is meant to ease the return to work for new mothers. This could include allowing women to split up their maternity leave instead of taking it all at once or offering new mothers access to a more family-friendly schedule – if on a temporary basis- as part of a more holistic maternity leave package.
- Source: [https://www.washingtonpost.com/news/on-leadership/wp/2015/05/07/a-smart-way-to-ease-mothers-return-to-work-after-maternity-leave/?utm\\_term=.4c01f0c3aef9](https://www.washingtonpost.com/news/on-leadership/wp/2015/05/07/a-smart-way-to-ease-mothers-return-to-work-after-maternity-leave/?utm_term=.4c01f0c3aef9)

### **30) Organized Family Events**

- Family events encourage employees' families to get involved in your workplace culture. These events can include family fun days, monthly family challenges between employee families, book clubs, or company holiday parties open to employee families.
- Source: <https://www.lifeworks.com/us/blog/workplace-culture-involve-employees-families/>

### **31) Paid Time Off for Adoption**

### **32) Encourage Personalization of Workplace**

### **33) Adoption Assistance Benefit**

- The benefits reimburse eligible employees for qualified adoption expenses up to \$5,000 per finalized adoption, not to exceed a lifetime benefit of \$20,000 per employee. Allowable expenses can include agency and placement fees, travel expenses associated with adoption, medical expenses for the child not otherwise covered by insurance, temporary foster care provided before placement of the child in the employee's home, immigration, immunization, and translation fees, court costs and legal fees.

### **34) Employee Assistance Program**

- An employee benefit program intended to help employees deal with personal problems that might adversely impact their job performance, health, and well-being. They generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members.

### **35) Parenting/Family Support Groups**

- Services done by a third party that can perform a variety of errands to the employees. Errands can include picking up/dropping off prescriptions or dry cleaning, grocery shopping, reservations, personal shopping, travel arrangements, information research, appointment scheduling, care and home maintenance appointment coordination, elder care coordination, gift wrapping, etc.

## **Direct/indirect Services**

### **36) Employee Tuition Assistance Benefit**

- Employee educational assistance can include offering educational scholarships, loans or pre-tax spending accounts for family members.
- Source: <https://www.entrepreneur.com/article/248177>

### **37) Sick Leave Bank or Sharing**

- Sick Leave Bank provides paid sick leave to qualifying members who are medically certified as unable to perform the duties of their jobs as a result of a personal illness, injury, accident, disability, medical condition, or quarantine and who have exhausted all their personal annual, compensatory, and sick leave balances. Sick leave sharing is a leave-sharing program that allows an employee to donate accrued hours of paid vacation, or personal and potentially sick leave for the benefit of other employees who are in need of taking more leave than they have available.
- Source: <https://www.tn.gov/hr/employees1/sick-leave-bank/slb-faqs.html>
- Source: <https://www.littler.com/publication-press/publication/employers-guide-employee-leave-sharing-programs>

### **38) Opportunity for Skill Development & Progression**

### **39) Pre-retirement Planning Services**

### **40) Generous and Flexible Leave**

### **41) Health and Wellness Program**

#### **42) Health Insurance Benefits**

- This is an employee welfare benefit plan established or maintained by the employer that provides medical care for participants or their dependents directly or through insurance, reimbursement, or otherwise.
- Source: <https://www.dol.gov/general/topic/health-plans>

#### **43) Phased Retirement**

- A phased retirement includes a broad range of employment arrangements that allow an employee who is approaching retirement age to continue working with a reduced workload, and eventually transition from full-time work to full-time retirement. This may include a pre-retirement, gradual reduction in hours (or days) of work and post-retirement, part-time work for pensioners who wish to remain employed. **Part-time, seasonal and temporary work or job-sharing are all work arrangements that can be a form of phased retirement.**
- Source: <https://www.investopedia.com/terms/p/phased-retirement.asp>

#### **44) Dental Insurance Benefits**

#### **45) Flexible Vision Insurance Benefits**

#### **46) Retirement Plan or 401(k)**

- A retirement plan is a financial arrangement designed to replace employment income upon retirement that is set up by the employers. A 401k is a company/employer sponsored retirement plan that allows workers to take out a portion of money from their daily pay checks, store it on a retirement plan account and earn interest tax-deferred. Tax-deferred means this saved income is not taxable until you withdraw it at the age of 65 or more.
- Source: <https://www.research401k.com/401k-plan.html>

#### **47) Life Insurance Benefits**

#### **48) Paid Time Off for Volunteer Work**

- Providing paid time off to their employees when volunteering their time to a charitable organization of the employee's choice. Companies that volunteer see an increase in employee's loyalty and brand buy-in, improved leadership and team-building skills, and ultimately, a better retention rate.
- Source: <https://news.clearancejobs.com/2017/05/21/companies-offer-paid-time-off-volunteer/>
- Source: <https://www.monster.com/career-advice/article/corporate-volunteerism-paid-time-off-volunteer-programs-win-win>

#### **49) Disability Insurance Benefits**

#### **50) Personal Errand Services**