Checklist for “Family-Friendly” Human Resources Practices

The Checklist for “Family-Friendly” Human Resources Practices is a self-assessment tool for employers to evaluate their workplace for family-friendly practices. The checklist is designed to evaluate your current workplace practices, and help you to identify other practices that can be used to better support the work-life balance needs of your employees. As employers help employees with the balance between work and family responsibilities, they also achieve a more positive and productive workplace environment.

— Our employees are fully aware of and familiar with the work-life balance programs and benefits that are available to them.

— Our workplace allows employees to balance their work-life by encouraging them to take advantage of family friendly benefits that suits their needs.

— Our workplace encourages employees to take time off work to care for their children or family members when there is an illness or emergency.

— Our workplace has flexible work hours to assist employees to better balance between work and family responsibilities.

— Our workplace encourages open communication and conducts on-going assessments with our employees to identify their work-life balance needs and desires.

— Managers are aware of and fully understand the importance and value of a healthy work-life balance in order to have a positive and productive workplace environment.

— Managers receive training, and have the necessary knowledge and tools to implement family-friendly practices.

— Managers support work-life balance through “leading by example”.

— Our workplace has a work-life balance program.

Benefits include: (check all that applies)

___ Child care and/or elder care initiatives and support

___ Employee and Family Assistance Program (Ex. Counseling services for marital, parenting, and bereavement)

___ Flexible work arrangements (Ex. Reduced work week, flexible hours, telework)

___ Reduction of work time (Ex. Regular part time, job sharing, pre-retirement work reduction)

___ Leave benefits (Ex. Emergencies, bereavement, birth, adoption, family, funeral leave, medical/dental appointments, maternity/paternity, sick, vacation)

— Our work-life programs are connected to our business / human resources plan to address recruitment and retention issues.
How well did you score?

If you checked:

1 – 3 Opportunity for Improvements
Your workplace has opportunities for productivity gains. You may consider reviewing Workplace Policies and Practices for more ideas on work-life balance benefits and programs that can be adopted at your workplace.

4 – 7 A Good Balance
Your workplace is doing very well in supporting the work-life balance needs of employees. Although there is still room for improvement, your workplace is well on its way to a more positive and productive workplace environment.

8 – 10 You’ve Mastered the Balance Act
Congratulations! You’ve created a progressive workplace that is fully committed to employees’ work-life balance.