

## The work/life self inventory

Use this survey as a tool to measure your organization's current practices and as a guide for developing more effective work/life programs in the future. Check the programs already in place and highlight the programs you hope to institute. (Dependent care is defined as child care, elder care or special needs care).

### Dependent care issues – child care

*please check all that apply*

- Dependent care resource and referral
- Sick/emergency dependent care services
- On or near-site dependent care center
- Consortium dependent care center
- Summer school program
- Employee support groups
- Employee seminars
- After school program
- Holiday school program
- Other services

### Dependent care issues – adult care

*please check all that apply*

- Dependent care resource and referral
- Sick/emergency dependent care services
- Summer/Holiday programs
- Home visitation services
- Employee support groups
- Employee seminars
- Other services

### Leaves of absences

*please check all that apply*

- |                      |                            |                              |               |
|----------------------|----------------------------|------------------------------|---------------|
| Maternity leave      | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length: _____ |
| Paternity leave      | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Parental leave       | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Adoption leave       | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Family/medical leave | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Bereavement leave    | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Personal leave       | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Sabbatical leave     | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |
| Community service    | <input type="radio"/> Paid | <input type="radio"/> Unpaid | Length _____  |

Other: \_\_\_\_\_

(over)

## Financial benefit & assistance

*please check all that apply*

- Cafeteria plan benefits
- Medical
- Dental
- Short term disability
- Long term disability
- Employee life insurance
- Dependent life insurance
- Accidental death and dismemberment
- Dependent care spending accounts
- Health care spending accounts
- Vacation trading
- Buyback of coverage
- Adoption assistance
- Discounts on dependent care services
- Reserved slots – child care
- Reserved slots – adult care
- Dependent care vouchers – child care
- Dependent care vouchers – adult care
- Dependent care assistance plan/flexible spending accounts
- Personal property discount
- Auto insurance discount
- Life insurance
- Reimbursement of dependent care costs caused by travel or overtime
- Tuition or subsidy programs
- Sick leave/jury duty

## Flexible work arrangements

*please check all that apply*

- Flextime
- Telecommuting
- Phase-in work schedule following leave
- Compressed work week (i.e., 10-hour, four days)
- Part time
- Job share
- Exception allowed to mandatory overtime

## Education/employee services

*please check all that apply*

- Handbook of work/life benefits and policies
- Employee Assistance Program (EAP)
- Self help groups
- Mentoring
- Career counseling
- Wellness programs
- Flextime credits for healthy behaviors
- Relocation services for families
- Trailing spouse outplacement
- Adult care placement
- School/child care placement
- Reference library
- Information services
- Workplace seminars

## Direct/indirect services

*please check all that apply*

- Management trained in working with employee or dependent care needs
- Work/life coordinator position
- Corporate gifts to community organizations dealing with child care/early education or other dependent care issues
- Management support of community-based family initiatives
- Adopt-a-school (or similar) program
- Corporate classrooms/schools
- Stated work/family philosophy or mission statement
- Participation in work/life programs by management
- Encouragement and support for employee involvement in organizations dealing with dependent care issues
- Convenience services (work out facilities, lactation rooms for nursing mothers, car pooling and shuttle services, concierge services, minor home repair, purchasing of staples, etc.)
- Other \_\_\_\_\_

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