

AWLP Work-Life Self Audit

Overview

Recognizing National Work & Family Month at your organization establishes your company as an active supporter of work-life efforts. To make the most of October National Work & Family Month, it's important to clarify what work-life programs to showcase. Evaluating your company's existing work-life programs will reveal programs' strengths and weaknesses and help determine which programs and policies to recognize during October.

The Alliance for Work-Life Progress (AWLP) Work-Life Self-Audit will help assess the progress of your organization's work-life effort. After completing each of the steps, you will have:

- Evaluated your organization against the "Categories of Work-Life Effectiveness"
- Developed a strategy for aligning your work-life efforts with the core values of your organization
- Learned how to showcase your organization's strengths by celebrating them during October National Work & Family Month.

To begin:

1. Complete the self-audit.

- Create an inventory of the work-life programs that fall into distinct categories.
- Review your company's strengths and weaknesses to determine the focus of your celebration. Keep in mind that your company could have several strength areas.

2. Map a strategy for minimizing the gaps revealed in the self-audit.

- This step provides a framework for setting goals to achieve new heights in your organization's work-life efforts in alignment with your organization's core values. The resulting "gap analysis" should be used to set goals for future work-life efforts in your workplace.

3. Determine the type of recognition events suitable for your company based upon the results of the self-audit and resources available.

- **EXAMPLE:** The self-audit reveals multiple programs available in the Health and Wellness category. Host an on-site expo featuring vendors that provide health services to your organization, or have a chair massage specialist on site to provide stress relief for employees.

Instructions Check all programs, policies and initiatives currently in place at your organization.

CARING FOR DEPENDENTS

Child care:

- On-site dependent care
- Dependent care travel-related expense reimbursement
- Child care resource and referral services
- Child care discount program with national providers
- Emergency backup child care service (center-based and/or in-home care, school closing care)
- Special needs child care
- Childcare subsidies
- After-school care programs
- Summer camps and activities
- Other _____
- Other _____

Parenting:

- On-site caregiver support groups
- On-site dependent care
- Workplace seminars/webinars
- Lactation support services (education, on-site mothers' room, lactation consulting)
- Support for grandparents raising grandchildren

Elder care:

- On-site dependent care
- Elder care resource and referral services
- Long-term care insurance
- Emergency backup elder care service
- Disabled adult care
- Geriatric counseling
- In-home assessments
- Other _____
- Other _____

HEALTH AND WELLNESS

- Employee assistance program
- 24-hour nurse line
- Fitness center affiliations

- Work-life seminars/webinars (stress reduction, financial planning, parenting, etc.)
- Weight management programs
- Smoking cessation assistance
- On-site massages
- Stress management programs
- Voluntary immunization clinics
- Health screenings
- Nutritional counseling
- On-site nurse
- Reproductive health/pregnancy programs
- Health advocate
- Occupational health programs
- Business travel health services
- Concierge service
- Workplace convenience services
- Other _____
- Other _____

WORKPLACE FLEXIBILITY

Flexible Work Arrangements

Full-time options:

- Flex time
- Telecommuting
- Compressed workweek
- Alternative worksites
- Seasonal schedules
- Other _____
- Other _____

Part-time options:

- Part-time schedule
- Job sharing
- Phased return from leave
- Other _____
- Other _____

Career Flexibility

- Career customization
- Career maintenance and re-entry
- Other _____

FINANCIAL SUPPORT

- Personal financial planning service
- Adoption reimbursement program
- Adoption assistance
- Tuition reimbursement program (student aid/loan programs)
- Dependent care flexible spending account
- College scholarships
- 529 plans
- Savings bonds
- Commuter benefits
- Voluntary benefits (i.e., auto, home, pet insurance, cancer, mortgage assistance)
 - _____
 - _____
- Pre-tax parking and transit benefits
- Accident insurance
- Legal plan
- Employee discounts
- Parking
- ID theft insurance
- Other _____
- Other _____

PAID AND UNPAID TIME OFF

- Personal days (vacation, sick time, etc.)
- Sabbaticals
- Paid holidays
- Paid family leave for new parents (fathers, domestic partners, mothers)
- Short-term disability (STD)
- Long-term disability (LTD)

- General leaves of absence
- Paid caregiver leave
- Other _____
- Other _____

COMMUNITY INVOLVEMENT

External outreach:

- Community volunteer program
- Matching gift program
- In-kind donations
- Other _____
- Other _____

Internal sharing:

- Shared leave program (donating personal/vacation time to others facing emergency situations, such as a child with terminal illness or other family catastrophe)
- Disaster relief fund
- Alumni network for re-engaging previous employees
- Other _____
- Other _____

CULTURE CHANGE INITIATIVES

- Diversity/inclusion initiatives
- Women's advancement initiatives
- Work redesign (efforts to reduce work overload and burnout)
- Team effectiveness
- Work environment initiatives
- Multigenerational issues
- Other _____
- Other _____

About Alliance for Work-Life Progress®

Alliance for Work-Life Progress (www.awlp.org) is dedicated to advancing work-life as a business strategy integrating work, family and community. An entity of WorldatWork, AWLP defines and recognizes innovation and best practices, facilitates dialogue among various sectors and promotes work-life thought leadership.

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