

Survey Question	Scale	Weighting	Max Score	Workplace Rating
Continual Improvement				
1 How often does your workplace review its work-life balance programs and policies, including those related to FlexTime?	On an annual basis	5	5	
	As needed	2.5		
	No work-life balance policies are in place	0		
2 Does your workplace keep up to date on the challenges facing families and individuals to participating in the workplace?	Yes, we intentionally keep up to date	5	5	
	Yes, informally or by chance	2.5		
	No	0		
Total for continual improvement			10	-
Please expand on your responses about continual improvement. If you scored 0 for either question, please provide an explanation.				
Employee Engagement and Responsiveness				
3 Does your workplace seek feedback from its employees?	Yes, it happens formally at least once a year	5	5	
	Informally but we plan on establishing a process	2.5		
	No	0		
4 Has your workplace introduced or adjusted work-life options and policies in response to employee feedback or changes in the workplace or society?	Yes, and then the response was implemented for all	5	5	
	Yes, to meet the needs of a specific employee	2.5		
	No	0		
Total for employee engagement and responsiveness			10	-
Please expand on your responses about employee engagement. If you scored 0 for either question, please provide an explanation.				
FlexTime Policies and Procedures				
5 Time off for special circumstances: Does your workplace offer flexibility for health related appointments or other special circumstances?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
6 Variable schedule: Does your workplace offer the option of a daily flex schedule to support daily lifestyle preferences or other variable schedule options?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
7 Condensed workweek: Does your workplace offer employees the opportunity to work the required number of hours over a shorter number of days throughout the year?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
8 Seasonal condensed workweek: Does your workplace offer employees the opportunity to work a reduced summer schedule or an adjusted schedule to accommodate special circumstances?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
9 Time off in lieu: Does your workplace offer a time off in lieu program (or banked or annualized hours program)?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
10 Part-time and temporary roles: Does your workplace make use of part-time or temporary roles, providing people with a variety of options to be part of your workplace?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
11 Shared or split roles: Does your workplace offer the option of sharing roles?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
12 Flex-time pool: Does your workplace offer flex-time pooling and the opportunity for employees to collaborate on scheduling?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
13 Work from home: Does your workplace allow for employees to work from home at certain times or for special circumstances, where their roles can be accomplished from home?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
14 Other: Does your workplace offer unique or workplace specific FlexTime options for employees?	Written policies and procedures are in place	3	3	
	Policies and procedures are under development	2		
	Informally in place	1		
	Not offered	0		
Total for FlexTime Policies and Procedures			30	-
If you rated your workplace at less than 2 on any of the above questions, please provide an explanation based on the special circumstances of your business or industry. Please expand on your responses about specific flex-time policies. Attach additional material if required.				
Maximum Points			50	-

Bonus for community involvement

15 Does your workplace support charitable initiatives in the community?	Yes, and employees are involved	3	3
	Yes, depending on the requests we get from charities and the interests of management and owners	1.5	
	No community charitable involvement	0	
			-
TOTAL WITH BONUS POINTS			-