



**SELF-ASSESSMENT for EXCELLENCE as a HEALTHY MOTHERS WORKPLACE:  
Criteria for 2015 San Francisco Healthy Mothers Workplace Awards**



Please assess if your workplace has adopted the policies below, identified by community leaders as integral for the health and equity of women in the workplace. If your workplace meets the criterion, check the ; a workplace must meet the criteria in all three categories in that column to receive the award.

**Our workplace has policies providing:**

	<b>Bronze*</b>	<b>Silver</b>	<b>Gold</b>
<b>Pregnancy and Parenting Leave and Accommodations</b>	<input type="radio"/> Reasonable accommodations for pregnancy, such as allowing pregnant workers to sit on a stool or transferring to a less hazardous position, if available <input type="radio"/> Up to 4 months of job-protected unpaid leave, with continued benefits, to employees who are disabled by a pregnancy or childbirth-related condition	<input type="radio"/> All Bronze level criteria AND 2 of the following: <input type="radio"/> 6 or more weeks of additional unpaid leave, beyond what is legally required, with continued benefits, for parents to bond with a new child. (# of weeks provided: ____) <input type="radio"/> Employer-provided pay** during pregnancy disability leave, for up to 2 weeks. (# of weeks provided: ____) <input type="radio"/> Employer-provided** pay during bonding leave, for up to 2 weeks. (# of weeks provided: ____)	<input type="radio"/> All Bronze and Silver level criteria AND: <input type="radio"/> 12 or more weeks of additional unpaid leave, beyond what is legally required, with continued benefits, for parents to bond with a new child. (# of weeks provided: ____) <input type="radio"/> Employer-provided pay** during pregnancy disability leave, for more than 2 weeks. (# of weeks provided: ____) <input type="radio"/> Employer-provided pay** during bonding leave, for more than 2 weeks. (# of weeks provided: ____)
	For employers with 50 or more employees: <input type="radio"/> 12 weeks of job-protected unpaid leave, with continued benefits, for parents to bond with a new child		
<b>Lactation Accommodations</b>	<input type="radio"/> Reasonable unpaid break time for lactating employees to pump milk <input type="radio"/> A private, non-bathroom space near the employee's workspace where she can pump milk <input type="radio"/> Allowing mothers to directly breastfeed infant at work (for example, if infant is brought to workplace by a partner)	<input type="radio"/> All Bronze level criteria AND all of the following: <input type="radio"/> Reasonable <i>paid</i> break time for lactating employees to pump milk <input type="radio"/> A lactation policy that is translated if necessary, posted and distributed to employees <input type="radio"/> A lactation space with a locking door <input type="radio"/> Employer-provided storage options for breast milk	<input type="radio"/> All Bronze and Silver level criteria AND: <input type="radio"/> A sink in proximity to the lactation space <input type="radio"/> Comfortable seating and a table or countertop <input type="radio"/> Additional comforts in the lactation space, including at least 3 of the following: cleaning wipes, employer-provided breast pump, footstool, music or photographs
<b>Work-Family Balance</b>	<input type="radio"/> Employees who accrue paid sick days may use sick leave to care for ill family members <input type="radio"/> Employees may take up to 40 hours of unpaid time off per year to participate in their child's school or childcare facility's activities <input type="radio"/> Employees with caregiving responsibilities may request and be granted flexible or predictable schedules, subject to bona fide business needs	<input type="radio"/> All Bronze level criteria AND: <input type="radio"/> Workplace flexibility/predictability (not subject to bona fide business reason) including at least 1 of the following: intermittent use of bonding leave, flex-time or place, part-time, telecommute program, job sharing, compressed workweek, phased-in workforce exit or re-entry or sabbaticals, predictable schedules with advanced notice/regular hours	<input type="radio"/> All Bronze and Silver level criteria AND any of the following: <input type="radio"/> "Babies-at-Work" policy for infants up to 6 months <input type="radio"/> Employer-provided childcare program or subsidy <input type="radio"/> Other exceptional or innovative program to promote bonding or caregiving. Please explain: _____

\*Bronze level generally corresponds to current legal requirements in San Francisco, California.

\*\*Excluding an employee's earned sick and vacation pay



**SELF-ASSESSMENT for WORKPLACE LACTATION ACCOMMODATIONS & LEAVE POLICIES:  
Criteria for 2015 San Francisco County Healthy Mothers Workplace Awards**



**Workplace Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff person conducting this self-assessment:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of worksite: \_\_\_\_\_

**Please provide the following information about your worksite:**

Approximately how many employees are there at your worksite? \_\_\_\_\_

Is your worksite primarily **office** or **non-office** based? \_\_\_\_\_

Which one of the following options best describes your industry?

- |   |  |
|---|--|
| <input type="checkbox"/> Education  | <input type="checkbox"/> Accommodation and food services |
| <input type="checkbox"/> Healthcare   | <input type="checkbox"/> Information                     |
| <input type="checkbox"/> Construction, agriculture or nonpublic administration services | <input type="checkbox"/> Finance and insurance           |
| <input type="checkbox"/> Public administration  | <input type="checkbox"/> Technology                      |
| <input type="checkbox"/> Legal Services   | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Retail   | <input type="checkbox"/> Nonprofit                       |
| <input type="checkbox"/> Manufacturing  | <input type="checkbox"/> Other: _____                    |

(Optional) Nominate staff most instrumental to improving lactation accommodations & parental leave policies:

Names: \_\_\_\_\_