## SELF-ASSESSMENT WORKSHEET for the 2018 Healthy Mothers Workplace Award  [www.healthymothersworkplace.org](http://www.healthymothersworkplace.org)

This worksheet summarizes the criteria for the 2018 Healthy Mothers Workplace Award, which may be useful for collecting information for a self-assessment and the online award application at [www.healthymothersworkplace.org](http://www.healthymothersworkplace.org). A workplace must meet all the criteria in all three categories of a column to receive the award. Our workplace has policies providing:

<table>
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<tr>
<th>Criteria</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
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<tbody>
<tr>
<td><strong>Pregnancy &amp; Parental Leave</strong></td>
<td>Reasonable accommodations for pregnancy, such as allowing pregnant workers to sit on a stool or transfer to a less hazardous position</td>
<td>All Bronze level criteria AND 2 of the following: 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: ______) Employer-provided pay** during pregnancy disability leave. (# of weeks provided: ______) Employer-provided pay** during bonding leave, beyond what is required in San Francisco. (# of weeks provided: ______)</td>
<td>All Bronze and Silver level criteria AND: 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: ______) Employer-provided pay** during pregnancy disability leave, for more than 2 weeks. (# of weeks provided: ______) Employer-provided pay** during bonding leave, beyond what is required in San Francisco, for more than 2 weeks. (# of weeks provided: ______)</td>
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<tr>
<td><strong>Lactation Accommodations</strong></td>
<td>Reasonable unpaid break time for lactating employees to pump milk, in addition to regular paid breaks. A private, non-bathroom space near the employee’s workspace where she can pump milk, that is safe, clean, contains seating and a surface to place a pump, has access to electricity, and has a sink and refrigeration in proximity to the space. A written lactation policy that is translated if necessary, posted and distributed to employees. Allow caregiver to bring infant to the workplace so employee can directly breastfeed.</td>
<td>All Bronze level criteria AND all of the following: Reasonable paid break time for lactating employees to pump milk, beyond regular paid breaks. At least 3 of the following: locking door, adjustable, wipeable, comfortable chair, signage designating the room as the “lactation room”, employer-provided hospital-grade pump, a microwave for sanitizing pump parts, footstool, artwork/décor/bulletin board for photographs of children, lockers or other storage for pump and supplies, regular cleaning by janitorial staff.</td>
<td>All Bronze and Silver level criteria AND: Reasonable employer paid break time for lactating employees to pump milk, excluding an employee’s earned sick and vacation pay. At least 6 of the following: locking door, adjustable, wipeable, comfortable chair, signage designating the room as the “lactation room”, employer-provided hospital-grade pump, a microwave for sanitizing pump parts, footstool, artwork/décor/bulletin board for photographs of children, lockers or other storage for pump and supplies, regular cleaning by janitorial staff.</td>
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<td><strong>Work – Family Balance</strong></td>
<td>Employees accrue paid sick days and may use them to care for ill family members. Employees may take up to 40 hours of unpaid time off per year to: participate in a child’s school or childcare activities, enroll a child in school or childcare; and/or address a school or childcare emergency. Employees with caregiving responsibilities may request and be granted flexible or predictable schedules, subject to bona fide business needs.</td>
<td>All Bronze level criteria AND: 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, return to work support programs that address professional challenges via coaching and structured transition, or parent wellness and skill-building support programs.</td>
<td>All Bronze and Silver level criteria AND any of the following: “Babies-at-Work” policy for infants up to 6 months. Employer-provided childcare program or subsidy. Other exceptional or innovative program to promote bonding or caregiving. Please explain: ___________________________________________</td>
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1 Cal. Gov't Code § 12945.  
2 Cal. Gov't Code § 12945.2.  
3 Cal. Lab. Code § 1030.  
4 Cal. Lab. Code § 1031; SF Lactation Ordinance.  
8 S.F. Admin. Code § 12Z.4(a), 12Z.5(c).  
**Excluding an employee’s earned sick and vacation pay.**
Page 2. Worksheet for the 2018 Healthy Mothers Workplace Self-Assessment & Award

**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?

- [ ] Education  - [ ] Accommodation and food services
- [ ] Healthcare  - [ ] Information
- [ ] Construction, agriculture or nonpublic administration services  - [ ] Finance and insurance
- [ ] Public administration  - [ ] Technology
- [ ] Legal Services  - [ ] Transportation
- [ ] Retail  - [ ] Nonprofit
- [ ] Manufacturing  - [ ] Other: __________

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

**Names(s):** ________________________________  ________________________________