

SELF-ASSESSMENT WORKSHEET for the 2018 Healthy Mothers Workplace Award 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. A workplace must meet all the criteria in all three categories of a column to receive the award. Our workplace has policies providing....

	Bronze	Silver	Gold
Pregnancy & Parental Leave	<input type="checkbox"/> Reasonable accommodations for pregnancy, such as allowing pregnant workers to sit on a stool or transfer to a less hazardous position ¹ <input type="checkbox"/> Up to 4 months of job-protected unpaid leave, with continued benefits, to employees who are disabled by a pregnancy or childbirth-related condition. ² <input type="checkbox"/> <u>For employers with 20 or more employees:</u> 6 weeks of employer-provided Supplemental Compensation integrated with state Paid Family Leave for parents to bond with a new child. <input type="checkbox"/> <u>For employers with 20 or more employees:</u> 12 weeks of job-protected unpaid leave, with continued benefits for parents to bond with a new child.	<input type="checkbox"/> All Bronze level criteria AND 2 of the following: <input type="checkbox"/> 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="checkbox"/> Employer-provided pay** during pregnancy disability leave. (# of weeks provided: _____) <input type="checkbox"/> Employer-provided pay** during bonding leave, beyond what is required in San Francisco. (# of weeks provided: _____)	<input type="checkbox"/> All Bronze and Silver level criteria AND: <input type="checkbox"/> 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="checkbox"/> 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: _____)
Lactation Accommodations	<input type="checkbox"/> Reasonable unpaid break time for lactating employees to pump milk, in addition to regular paid breaks. ³ <input type="checkbox"/> 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. <input type="checkbox"/> A written lactation policy that is translated if necessary, posted and distributed to employees. ⁴ <input type="checkbox"/> Allow caregiver to bring infant to the workplace so employee can directly breastfeed. ⁵	<input type="checkbox"/> All Bronze level criteria AND all of the following: <input type="checkbox"/> Reasonable <i>paid</i> break time for lactating employees to pump milk, beyond regular paid breaks. <input type="checkbox"/> 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.	<input type="checkbox"/> All Bronze and Silver level criteria AND: <input type="checkbox"/> Reasonable employer <i>paid</i> break time for lactating employees to pump milk, excluding an employee's earned sick and vacation pay. <input type="checkbox"/> 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.
Work – Family Balance	<input type="checkbox"/> Employees accrue paid sick days and may use them to care for ill family members. ⁶ <input type="checkbox"/> 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. ⁷ <input type="checkbox"/> Employees with caregiving responsibilities may request and be granted flexible or predictable schedules, subject to bona fide business needs. ⁸	<input type="checkbox"/> All Bronze level criteria AND: <input type="checkbox"/> 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.	<input type="checkbox"/> All Bronze and Silver level criteria AND any of the following: <input type="checkbox"/> "Babies-at-Work" policy for infants up to 6 months. <input type="checkbox"/> Employer-provided childcare program or subsidy. Other exceptional or innovative program to promote bonding or caregiving. Please explain: _____

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.
 5 *DFEH v. Acosta Tacos*, 2009 WL 2595487, (Cal. F.E.H.C., 2009).

6 Cal. Lab. Code § 246.5(a)(1); S.F. Admin. Code § 12W.4.
 7 Cal. Lab. Code § 230.8(a).

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?

- | | |
|---|--|
| <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(s): _____