



A TOOLKIT FOR EMPLOYERS

A Checklist for Building
a Family-Friendly Workplace

Family-Friendly
Business Policies



Clark-Fox
Policy Institute

BROWN SCHOOL AT WASHINGTON UNIVERSITY

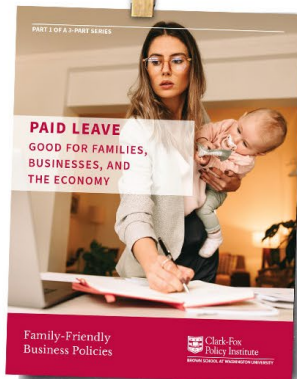
Family-Friendly Workplace Policies: A Toolkit for Employers

A larger, more productive workforce is critical to a thriving Missouri economy. Creating a supportive work environment that respects the work-life balance of working parents will help businesses in every sector attract and retain the best talent. To help employees be productive at work and financially support their families, the Clark-Fox Policy Institute has produced a [three-part policy brief](#) focused on family-friendly business policies in three key areas:

- **Time off work** to care for an employee's own health, a new child, existing children, a foster child, spouses, or other family members
- **Salary and benefits** that promote employee and family well-being
- **Investment in the next generation** from pregnancy through early childhood

Investing in working families can increase productivity and create pathways to financial security. Providing benefits like paid leave, a living wage, and affordable childcare can also reduce employee turnover, keeping hiring costs low. These efforts are especially important to support women's career advancement and could make it easier for women to remain in the workforce long-term.

Businesses that are able do not need to wait for federal or state mandates to take action. "Legislative policy alone cannot stimulate economic recovery and address the needs of working families; the private sector is a critical partner in promoting workforce participation and helping to close the wealth gap with family-friendly workplace policies" said Gary Parker, Director of the Clark-Fox Policy Institute.



Part 1

Paid Leave: Good for Families, Businesses, and the Economy

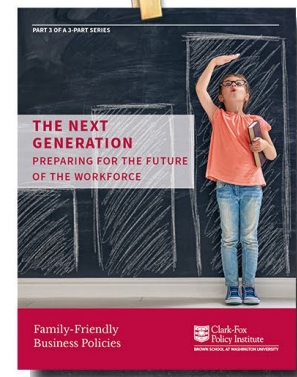
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Part 2

Good Businesses Attract Good Employees: Promoting Employee and Family Wellbeing

<https://tinyurl.com/3k3jkeh2>



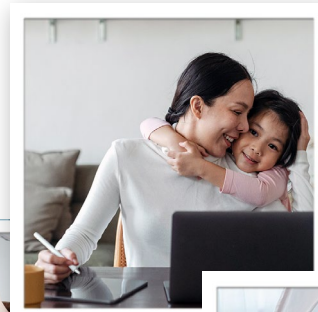
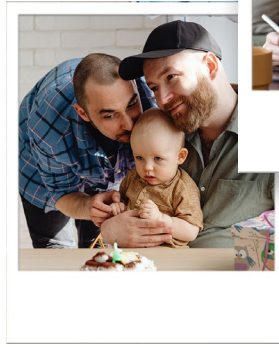
Part 3

The Next Generation: Preparing for the Future of the Workforce

<https://tinyurl.com/3sx5j579>

Ready to get started?

Missouri employers can be leaders in creating family-friendly businesses. Employers and employees who want to create a family-friendly workplace can start by understanding the benefits their company already offers for employees. Use the checklist below to assess your company's current policies and identify where benefits can be enhanced or added. After reviewing the checklist, use the resources in the toolkit to help start the conversation and implement policy change.



Checklist for Building a Family-Friendly Workplace

TIME OFF WORK		
Paid Leave: Parental Care for New Child	• Provide employees at least twelve-weeks of paid new child leave for both birth and adoption	<input type="checkbox"/>
	• Extend policy to include parents of all genders welcoming a child via birth, surrogate, adoption, or foster care	<input type="checkbox"/>
	• Consider options for new parents to transition back into work, such as the opportunity to split up new child leave time	<input type="checkbox"/>
Paid Leave: Medical Care for Family	• Offer twelve-weeks of guaranteed paid leave for employees to care for ill family members, loved ones, and/or themselves	<input type="checkbox"/>
	• Boost the current required FMLA from unpaid time off to paid time off	<input type="checkbox"/>

Checklist for Building a Family-Friendly Workplace, continued

SALARY AND BENEFITS THAT PROMOTE WELLBEING		
Pay Equity	<ul style="list-style-type: none"> • Conduct an annual wage gap analysis to assess for disparities in earnings for women and employees of color 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Offer training and education support to workers in low-income positions for advancement to higher income opportunities 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Increase the starting wage for all employees on a regular basis 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Discontinue use of pay history to set employees' wages 	<input type="checkbox"/>
Living Wage	<ul style="list-style-type: none"> • Provide a living wage to employees so that they may adequately support themselves and/or their family 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provide annual salary increases to employees that account for changes in the cost of living 	<input type="checkbox"/>
Health Insurance	<ul style="list-style-type: none"> • Provide families with comprehensive health insurance 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provide insurance plans that include a medical grade breast pump 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Offer health insurance plans that have a low deductible 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Offer health insurance plans that have limited upcharges for adding family members to the plan 	<input type="checkbox"/>
Flexible Hours and Location	<p>Employees should have the option to:</p> <ul style="list-style-type: none"> • Set their starting and ending work times • Work in multiple blocks of time instead of one block • Work remotely from home • Transition their work schedule from five eight-hour days to four 10-hour days 	<input type="checkbox"/>

Checklist for Building a Family-Friendly Workplace, continued

SUPPORT FOR THE NEXT GENERATION		
Accommodations for Pregnant Parents	<ul style="list-style-type: none"> • Provide proper accommodations and listen to the needs of pregnant and postpartum parents to adjust breaks, duties, and schedules accordingly 	<input type="checkbox"/>
Lactation Support	<ul style="list-style-type: none"> • Allow for multiple breaks throughout the day for pumping (the number of breaks needed will vary by person) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Ensure a secure and private permanent room with a lock, refrigerator, and comfortable furniture for pumping 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provide employees with health insurance that covers a medical grade breast pump 	<input type="checkbox"/>
STEM Days	<ul style="list-style-type: none"> • Host a STEM Day for employees' and community children 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Provide hands on education about science and technology 	<input type="checkbox"/>
Childcare and Early Learning	<ul style="list-style-type: none"> • Provide onsite childcare for employees 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Subsidize childcare for all employees 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Contract with an external childcare organization to offer backup emergency childcare for employees 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Offer childcare vouchers to parents that can go toward qualifying early childhood education programs and centers 	<input type="checkbox"/>

Policy Change Resources

A Guide to Paid Leave

Publisher: Family Friendly New Mexico

Research-informed guide including information, resources, and sample policies for paid parental leave.

<https://tinyurl.com/yjvs9ebb>

Celebrating National STEM Day in the workplace

Publisher: Optimus Learning

Ideas for celebrating STEM Day in the workplace for employees, their children, and future generations.

<https://tinyurl.com/ykha9aau>

Easy Steps to Supporting Breastfeeding Employees

Publisher: Office on Women's Health

Comprehensive guide to implementing a lactation support program including program options and the potential benefits for employers and employees.

<https://tinyurl.com/48ws4tmx>

ECE Employer Roadmap: Childcare Solutions for Working Parents

Publisher: U.S. Chamber of Commerce Foundation

Informational roadmap for employers on options and strategies to support working parents and their childcare needs.

<https://tinyurl.com/mvc649bt>

Employer-Based Childcare Feasibility & Assessment

Publisher: Department of Early Childhood

Guide to processes and strategies for implementing employer-based childcare.

<https://tinyurl.com/yamt8ars>

Employer Fertility Benefits

Publisher: RESOLVE: The National Infertility Association

Evidenced-based guide to understanding fertility treatment options, fertility coverage, and employee fertility benefits.

<https://tinyurl.com/586sf5jv>

Employer Toolkit

Publisher: Colorado EPIC

Information, resources, and strategies for implementing family-friendly policies and procedures related to childcare, paid leave, and flexible scheduling.

<https://tinyurl.com/9t3h2h53>

Equal Pay for Work of Equal Value

Publisher: STAR2 Center

Step-by-step guide to conducting a pay equity audit and the importance of committing to pay equity for employees.

<https://tinyurl.com/yc5kwahc>

Examples of Family Friendly Work Policies at Real Companies

Publisher: Best Companies AZ

Examples of U.S. companies that have family-friendly policies related to paid parental leave, flexible scheduling, lactation support, child care, health-care benefits, and more.

<https://tinyurl.com/48nvrzz>

Family-Friendly Policies: Redesigning the Workplace of the Future

Publisher: UNICEF

Evidence and recommendations for policies related to paid parental leave, lactation support, childcare, and more.

<https://tinyurl.com/yzsdp8fr>

Guide to Family Forward Workplaces

Publisher: Family Forward Kansas

Sample worksheets and policies for implementing policies related to paid leave, flexible work scheduling, child care, and accommodations for breastfeeding and pregnant workers.

<https://tinyurl.com/mr66ut43>

Living Wage Employer Standard Guidance

Publisher: Living Wage For US

Guide for employers on performing an internal assessment and implementing a paid living wage for all employees.

<https://tinyurl.com/ytshrhy2>

Sample Policy: Paid Family and Medical Leave

Publisher: Family Forward NC

Policy template for paid family and medical leave.

<https://tinyurl.com/5dpwvzcc>

Thriving Workplace Policies

Publisher: United Way of Southern Maine

Information and examples of businesses that have flexible scheduling, childcare, paid leave, and pay equity policies.

<https://tinyurl.com/y3a2b4e8>

Special thanks to the [Gateway Early Childhood Alliance](#) for hosting a community listening session with working parents. This provided the Institute with stories and insights from families that would benefit from family-friendly workplaces.

The Clark-Fox Policy Institute

The [Clark-Fox Policy Institute](#) is dedicated to child well-being through the development and dissemination of evidence-informed policy. Building on the foundation of scientific research, the institute layers empirical data with the lived experience of the impacted population. Science alone cannot drive the policymaking process, and the institute is committed to working with communities whose voices are often left unheard. To achieve this, the institute serves as a regional convener and a catalyst for addressing pressing social issues.

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Contact info:

Clark-Fox Policy Institute
Gary Parker, PhD, Director
Brown School at Washington University in St. Louis
1 Brookings Drive, MSC 1196-251-46
St. Louis, MO 63130
314-935-8807
gary.parker@wustl.edu

clarkfoxpolicyinstitute.wustl.edu

