Many employers have set up policies and programs to make their workplaces more family-friendly. Here are some examples of what employers can do:

**Making the Workplace More Family-Friendly**

**Employers can:**
1. Set up a work and family committee or task force
2. Use surveys or focus groups to find out what employees need
3. Give employees flexible work hours and other programs to meet their needs
4. Write policies down and talk about them in staff development programs
5. Train managers and supervisors to be sensitive to work and family issues
6. Choose a work and family program manager

**Work Time and Place Choices**

**Employees can have:**
1. Flexible schedules
2. Compressed work weeks (such as four 10-hour days instead of five 8-hour days)
3. Part-time employment (with pro-rated benefits)
4. Job sharing (when two people share the tasks of one job)
5. Flexible overtime hours
6. Flexible workplace (employees can telecommute and/or work at home)
**Counseling Programs**

Employers can offer:
1. Employee assistance programs (for example, alcohol/drug abuse
counseling and/or treatment programs, family counseling)
2. Programs to help employees reduce stress
3. Help for working spouses when employees have to move

**Dependent Care Programs**

Employees can have:
1. An on-site child or eldercare center
2. A near-site child or eldercare center
3. A contract that gives slots for dependents in child or eldercare centers
4. Information and help for finding childcare or eldercare
5. Trained family day care providers
6. Near-site dependent care centers with longer hours for employees who
work longer hours or evening/night shifts
7. Emergency childcare services for children who are not too ill
8. Transportation to after-school play or childcare programs
9. Help with start-up costs for outside childcare or eldercare
10. Vouchers or direct payments given to them for dependent care
11. A summer camp program for dependents

**Leave Policies**

Employees can have:
1. Flexible vacation times
2. The use of sick leave to care for close family members who are sick
3. Personal leave, when they are paid a specific amount
4. Personal leave, for a flexible time, without pay
5. Paid parental leave
6. Extended unpaid parental leave (with a guarantee that they will keep
their job and benefits)
7. Return from parental leave, when they can choose to work just part-
time
8. A leave bank (in which unused sick-leave days or other leave days
add up)
9. Flexible leave for teacher meetings or other school events
10. Bereavement leave, to grieve after a death
11. Breaks to get nursing care if injured or sick on the job
**Information/Seminar Programs**

Employers can offer:
1. Employee orientation programs that give information on policies and programs that support families, strategic plans, and annual reports
2. Childcare and eldercare counseling and referral services
3. Parenting seminars
4. Parent support groups
5. New-parent seminars
6. Parent resource center with books, videos, and magazines on parenting, childcare, and caring for the elderly
7. Computer bulletin board information exchange
8. Workplace programs to promote better health
9. Management training programs

**Telephone Use Policies**

Employers can offer employees:
1. Use of the telephone for routine/emergency family calls
2. Use of the telephone for "short" long distance calls for family emergencies
3. Reimbursement when employees call home from business trips

**Financial Support Policies**

Employers can offer:
1. Flexible benefit plans
2. Health and dental care insurance for employees and dependents
3. Reimbursement for expenses when employees adopt a child
4. Help with tuition for college or private schools
5. Scholarship programs for employees' children
6. Reimbursement for extra childcare or eldercare costs because of travel or overtime work
7. A financial assistance fund for employees who have a money crisis
Other Policies

Employers can:

1. Set up children-at-work policies (when children can come to the workplace, such as when there are snow days or other emergencies)
2. Talk about family concerns in the interview when they recruit employees
3. Make it okay for employees to stop or start work on their careers, or for them to choose other careers
4. Cut back or get rid of anti-nepotism rules (which don’t allow relatives to work for the same employer)
5. Put off an employee’s moving because of family reasons
6. Support family picnics and holiday events
7. Set up a place for employees to get nursing care
8. Join or start an employer network
9. Urge developers to include childcare and eldercare services in the places where they rent