

Working Families, Stronger Wilson

Employer Self-Assessment & Community Conversation Tool

Purpose of This Tool

This assessment helps organizations reflect on how their workplace supports employees balancing work, family, and caregiving responsibilities. It is designed to recognize existing strengths, identify challenges, and highlight practical opportunities for improvement across different types of jobs and work environments.

The goal is to encourage constructive dialogue and realistic changes that can strengthen employee well-being, stability, and retention while supporting more family-friendly workplaces throughout Wilson.

Guiding principles

Principle	What it means
Caregiving is broad	The tool includes parenting, eldercare, disability care, medical needs, and other ongoing family responsibilities.
One size does not fit all	A support may look different in an office, retail store, school, plant, clinic, restaurant, or field operation.
Access matters	A policy is strongest when employees know about it, can use it, and receive consistent treatment.
Progress over perfection	The goal is to choose achievable next steps—not to already have every benefit in place.
Confidentiality matters	Community reporting should use aggregated results unless an employer expressly agrees otherwise.

Organization Profile (NOT SCORED)

Organization Name: _____

Respondent / Title: _____

Organization type: ☐ Government ☐ Private/for-profit ☐ Nonprofit
☐ Healthcare ☐ Education ☐ Faith-based ☐ Other _____

Number of employees: ☐ 1–9 ☐ 10–24 ☐ 25–49 ☐ 50–99 ☐ 100–249 ☐ 250–499 ☐ 500+

Workforce - check all that apply: ☐ Salaried ☐ Hourly ☐ Part-time ☐ Seasonal/temp
☐ Shift/on-call ☐ Field/mobile ☐ Remote/hybrid ☐ Other _____

Primary Work Schedule - check all that apply: ☐ Standard Daytime ☐ Evening / Night ☐ Weekend
☐ Rotating Shifts ☐ 24/7 Operations ☐ Variable / On-Call ☐ Other _____

Approximate percentage of employees in jobs that must be performed on-site:
☐ Less than 25% ☐ 25–49% ☐ 50–74% ☐ 75–100%

How to Complete the Assessment

Recommended respondent: business owner, executive leader, HR leader, department head, or operations manager with knowledge of workplace policies and day-to-day practices.

Estimated time: 12–15 minutes.

Standard scoring scale

Score	Rating	Use this rating when...
0	Not in place	No policy, practice, or support currently exists.
1	Limited	Some support may exist, but it is informal, uncommon, dependent on individual managers or situations, or available to very few employees.
2	Developing	The support exists in some areas, roles, or locations, but access or implementation is still inconsistent or incomplete.
3	Established	The support is documented or routinely practiced, generally communicated, and consistently available to most eligible employees.
4	Embedded	The support is formalized, consistently applied across eligible roles, clearly communicated, routinely reviewed, and integrated into standard practice.
Base your rating on what employees can actually access and experience today, not on planned or future improvements. If the answer varies by department, location, manager, employee classification, role, or shift, select the lower rating or score conservatively based on the overall employee experience.		

1. Policy, Culture & Leadership

Measures whether family-supportive expectations are formalized, clearly communicated, consistently applied, and reinforced by leadership.

#	Statement	0	1	2	3	4
1	Written policies address employees' parenting, family, and caregiving responsibilities.	☐	☐	☐	☐	☐
2	The organization has a clear process for employees to request leave, flexibility, schedule changes, or other caregiving-related accommodations.	☐	☐	☐	☐	☐
3	Managers receive guidance or training on family-supportive policies and how to apply them consistently.	☐	☐	☐	☐	☐
4	Leadership expectations and workplace practices support employees in using family-supportive policies without retaliation, stigma, or negative employment consequences.	☐	☐	☐	☐	☐
5	The organization periodically reviews employee needs, policy use, and opportunities to strengthen family-supportive practices.	☐	☐	☐	☐	☐

Section score: _____ / 20

Notes/Evidence:

2. Scheduling & Flexibility

Measures whether employees have sufficient predictability, input, and role-appropriate flexibility to manage work and caregiving responsibilities.

#	Statement	0	1	2	3	4
6	Work schedules are predictable and communicated with reasonable advance notice.	☐	☐	☐	☐	☐
7	Employees have meaningful input into schedule creation, schedule changes, or shift coverage when operationally feasible.	☐	☐	☐	☐	☐
8	Eligible roles have access to role-appropriate flexibility, such as flexible start/end times, compressed schedules, remote or hybrid work, or temporary schedule adjustments.	☐	☐	☐	☐	☐
9	Hourly, shift-based, frontline, field, and on-site employees have access to alternative forms of flexibility, such as predictable scheduling, shift swapping, cross-training, or paid time away.	☐	☐	☐	☐	☐
10	The organization has a clear and consistently applied process for employees to request short-term flexibility for school meetings, medical appointments, eldercare, disability-related needs, or family emergencies.	☐	☐	☐	☐	☐

Section score: _____ / 20

Notes/Evidence:

3. Leave & Financial Security

Measures whether employees can take necessary time away from work without unnecessary procedural barriers or avoidable financial hardship.

#	Statement	0	1	2	3	4
11	Employees have access to paid time off or paid sick leave that they may use for family and caregiving needs.	☐	☐	☐	☐	☐
12	The organization provides paid parental, family-caregiving, or other family-related leave beyond minimum legal requirements.	☐	☐	☐	☐	☐
13	Policies allow employees to address occasional or unexpected caregiving needs without unnecessary documentation or administrative barriers.	☐	☐	☐	☐	☐
14	Leave and pay practices are structured to reduce financial hardship for working families, including lower-wage, hourly, and part-time employees where feasible.	☐	☐	☐	☐	☐
15	Leave policies clearly communicate eligibility, request and approval procedures, pay status, job protections, and return-to-work expectations.	☐	☐	☐	☐	☐

Section score: _____ / 20

Notes/Evidence:

4. Health, Wellness & Caregiver Support

Measures whether benefits and workplace practices support employees' physical, mental, emotional, and caregiving well-being.

#	Statement	0	1	2	3	4
16	Employees have access to mental-health, stress-management, wellness, or Employee Assistance Program resources.	☐	☐	☐	☐	☐
17	The organization communicates available health, wellness, and family-support resources throughout the year, not only at hiring or benefit enrollment.	☐	☐	☐	☐	☐
18	Managers are expected and equipped to support appropriate use of health, wellness, leave, and family-support benefits.	☐	☐	☐	☐	☐
19	The organization provides information, referrals, resources, or other support for employees caring for children, aging adults, people with disabilities, or family members with serious health needs.	☐	☐	☐	☐	☐
20	The organization provides required and appropriate workplace accommodations and caregiver-related supports, including compliant lactation/pumping space when applicable.	☐	☐	☐	☐	☐

Section score: _____ / 20

Notes/Evidence:

5. Child Care, Community Connections & Continuous Improvement

Measures whether the organization helps employees navigate caregiving needs, connects them with available resources, and uses workforce information to strengthen family-supportive practices.

#	Statement	0	1	2	3	4
21	The organization shares information about child care, after-school/summer programs, backup care, eldercare, disability services, transportation, or other local caregiving resources.	☐	☐	☐	☐	☐
22	The organization provides at least one direct family or caregiving support, such as a Dependent Care FSA, care subsidy, backup-care option, referral service, or community partnership.	☐	☐	☐	☐	☐
23	The organization maintains relationships or partnerships with community organizations that can help address employee caregiving or family-support needs.	☐	☐	☐	☐	☐
24	The organization tracks workforce indicators that may reveal family or caregiving-related challenges, such as retention, absenteeism, turnover, engagement, schedule disruptions, benefit use, or employee feedback.	☐	☐	☐	☐	☐
25	Leadership uses employee feedback, workforce data, or assessment findings to identify and implement improvements to family-supportive policies, benefits, or practices.	☐	☐	☐	☐	☐

Section score: _____ / 20

Notes/Evidence:

Results & Scoring Matrix

Domain	Possible	Your score
Policy, Culture & Leadership	20	_____
Scheduling & Flexibility	20	_____
Leave & Financial Security	20	_____
Health, Wellness & Caregiver Support	20	_____
Child Care, Community Connections & Continuous Improvement	20	_____
TOTAL SCORE		_____

Interpretation matrix

Score	Stage	Interpretation
0–39	Starting the Conversation	Family-supportive practices are limited or largely informal. Start by identifying employee needs, clarifying current practices, and prioritizing foundational improvements.
40–59	Building the Foundation	Some supports are in place, but availability, communication, or application may be inconsistent. Focus on strengthening policies, manager practices, and equitable access across roles and work settings.
60–74	Strengthening Practice	A meaningful foundation is established across several areas. Focus on closing remaining gaps, improving consistency, expanding access, and using workforce information to guide improvements.
75–89	Family-Supportive Workplace	Family-supportive policies and practices are well established and generally accessible across the organization. Continue strengthening manager accountability, caregiver supports, measurement, and community connections.
90–100	Community Leader	Family-supportive practices are embedded into organizational culture and operations, consistently communicated and applied, and routinely reviewed for improvement. The organization is well positioned to share effective practices and contribute to broader community solutions.
Important: This assessment is a reflection and planning tool. A high score does not establish legal compliance or guarantee that all employees experience policies and practices in the same way. Use a lower score to identify opportunities for practical, achievable improvement.		