



NAFC OFFERS YOU AND YOUR BUSINESS A GREAT OPPORTUNITY

- **For strengthening morale inside your business**
- **For presenting your business to the outside community as a valued workplace**

BE A NAFC COLLIER COUNTY FAMILY FRIENDLY BUSINESS

- 1. Tell us that you want to become a Family Friendly Business by calling 239-649-5260 or e-mailing info@napleschild.org**
- 2. You will receive information on the certification process.** (Information also available on the web at www.napleschild.org)
- 3. You will be contacted by a certified *Family Friendly** colleague who helps you complete your application**

**2010 NAFC Family Friendly Business List on previous page 208*

FAMILY FRIENDLY BUSINESS CATEGORIES

- **Large Business**
 - Established Criteria**
- **Small Business**
 - Established Criteria**
- **Volunteer Not-for-profit with Only Part Time Employee(s)**
 - **A Non-for-Profit organization that is primarily staffed by volunteers can be considered for a "Family Friendly" designation if it allows some or all of the following:**
 - **recognizes the importance of family-first obligations**
 - **allows volunteers to adjust their work schedules for family needs**
 - **offers volunteers assistance in finding substitutes for work segments**
 - **maintains an atmosphere that is supportive of family obligations**
 - **Use Small Business Criteria (all categories not mandatory)**

Plaques are Presented at NAFC Annual Celebration Dinner

2011 SMALL BUSINESS RATINGS KEY

WORK/LIFE BALANCE	DESCRIBE SERVICES Complete & Attach Supporting Documentation if available	✓YES
Survey: Do you survey your employees in regard to family needs on a consistent basis?		
Management Staff: Do you provide a corporate culture that supports family-friendly programs and managers that encourage use of the programs and vehicles that promote them?		
Resource Services: Do you provide resource information and referrals on family issues? parenting, literacy, eldercare, etc.		
Do you offer personal services? (dry cleaning, ATM, food services, etc)		
Wellness Programs: Do you offer subsidy toward wellness programs and an emphasis on healthy lifestyle and general wellness? (note service provided)		
Housing financial Assistance: (specify)		
Education Financial Assistance: Do you offer assistance/scholarships to your employees? Do you offer assistance to their families?		
Volunteer Opportunities: Do you offer employees time for volunteering in the community?		
2. DIRECT HEALTH CARE/FINANCIAL Specify benefit and % of cost for Individual & family	DESCRIBE SERVICES Complete & Attach Supporting Documentation if available	✓YES
▪ Medical		
▪ Dental		
▪ Mental		
▪ Vision		
▪ Other		
If not any of the above, provide information on obtaining health care for your employees & the families families?		

2011 SMALL BUSINESS RATINGS KEY (Continued)

3. CHILD CARE SUPPORT SERVICE	DESCRIBE SERVICES Complete & Attach Supporting Documentation if available	✓YES
Direct Child Care Subsidy		
Dependent Care Pre-tax Accounts		
On-site Child Care (informal or formal)		
Before and After-School Care		
On-site Infant Care <ul style="list-style-type: none"> ▪ Do you allow mothers to bring under 6-month-old to work? ▪ Do you provide lactation programs? (Special room) 		
Disaster Plan: Do you have a disaster plan that addresses the needs of your employees families?		
Business Partnership with child care centers. Do you provide resources for child care centers? (Financial, materials, programs, training, volunteers, etc.)		
4. FLEXIBLE WORK TIME	DESCRIBE SERVICES Complete & Attach Supporting Documentation if available	✓YES
Phase-back Flexible time: Do you allow employee to return to work on a reduced hour basis after an illness, childbirth or adoption?		
Reduced Flexible time: Do you allow your employees to have a flexible work schedule on a predictable long-term basis with benefits and adjusted salaries based on hours worked?		
Full Schedule Flexible Time & Compressed Workweeks for Full Time Employees?: Do you allow your employees to put in 40 hour in less than five days? (e.g. four 10 hour days)		
Job Sharing: Do you allow two employees to split one full-time position with shared or divided responsibilities?		
Flex-a-Place: Work at Home: Do you allow employees to perform part or all of job responsibilities at home? Company may provide equipment and supplies and/or training or ongoing support for telecommuting.		

2011 SMALL BUSINESS RATINGS KEY (Continued)

<p>Sick Leave/Personal Leave Time: Do you allow employees time to care for dependents who are ill and personal time for any dependent related needs? (school functions, medical appointments)</p>		
<p>5. TIME OFF & PARENTAL LEAVE Under the Family and Medical Leave Act employers with 50 or more workers are required by federal law to give new parents up to 12 weeks of unpaid leave.</p>	<p>DESCRIBE SERVICES Complete & Attach Supporting Documentation if available</p>	<p>✓YES</p>
<p>Do you meet or exceed the Family & Medical Leave Act requirements? (number of weeks, paid leave and benefits)</p>		
<p>Do you offer maternity, paternity and adoption leave?</p> <ul style="list-style-type: none"> ▪ Unpaid ▪ Paid ▪ Partially paid 		
<p>Do you offer job guaranteed time off following childbirth and adoption?</p>		
<p>Elder/Family emergency Care Do you offer time off to care for family members?</p> <ul style="list-style-type: none"> ▪ Unpaid ▪ Paid ▪ Partially paid 		
<p>6. RETIREMENT/SAVINGS PLAN</p>	<p>DESCRIBE SERVICES Complete & Attach Supporting Documentation if available</p>	<p>✓YES</p>
<p>Do you offer your employees retirement savings plan in which employees may contract pre-tax dollars?</p>		
<p>Do you offer matched dollars toward your employees' retirement plan?</p>		
<p>Do you offer your employees a fully funded retirement plan?</p>		
<p>7. ADDITIONAL BENEFITS & SERVICES NOT LISTED ABOVE</p>		

2011 LARGE BUSINESS RATINGS KEY

WORK/LIFE BALANCE	DESCRIBE SERVICES Complete & Attach Supporting Documentation	✓ YES
Survey: Do you survey your employees in regard to family needs on a consistent basis?		
Employee Assistance Programs (EAP): Do you subscribe to an outside agency to provide family related services?		
Management Staff: Do you provide a corporate culture that supports family-friendly programs and managers that encourage use of the programs and vehicles that promote them? Do you conduct manager training in the above?		
Do you provide on-site family seminars? parenting, literacy, eldercare, etc.		
Resource Services: Do you offer information resource services & referrals for family issues?		
Do you offer personal services? (dry cleaning, ATM, food services, etc)		
Newsletter: Do you publish an employee newsletter including information for families? (How often?)		
Wellness Programs: Do you offer on site facilities or a subsidy toward wellness programs?		
Education Financial Assistance <ul style="list-style-type: none"> ▪ Do you offer assistance to your employees? ▪ Do you offer assistance to their families? 		
Volunteer Opportunities: Do you offer employees time for volunteering in the community?		
Cafeteria Plan: Do you provide employees with a choice of benefits using pre tax dollars? (medical/dental/vision/child care/ eldercare, etc.		

<p align="center">2. DIRECT HEALTH CARE/FINANCIALSERVICE Specify benefit and % of cost for individual & family</p>	<p align="center">DESCRIBE SERVICES Complete & Attach Supporting Documentation</p>	<p align="center">✓ YES</p>
<p>▪ Medical</p>		
<p>▪ Dental</p>		
<p>▪ Mental</p>		
<p>▪ Vision</p>		
<p>▪ Other</p>		
<p>If not any of the above, do you provide information on obtaining health care for your employees & their families?</p>		
<p align="center">3. CHILD CARE SUPPORT</p>	<p align="center">DESCRIBE SERVICES Complete & Attach Supporting Documentation</p>	<p align="center">✓ YES</p>
<p>Sick Child Care</p>		
<p>Direct Child Care Subsidy</p>		
<p>Dependent Care Pre-tax Accounts</p>		
<p>On-site Child Care Program (formal or informal)</p>		
<p>On-site Infant Care ▪ Do you allow mothers to bring under 6-mo to work? ▪ Do you provide lactation programs? (Special room)</p>		
<p>Disaster Plan: Do you have a disaster plan that addresses the needs of your employees families?</p>		
<p>Emergency Child Care: Do you have an emergency child care policy incorporated in your disaster plan?</p>		
<p>Business Partnership with child care centers. Do you provide resources for child care centers? (Financial, materials, programs, training, etc.)</p>		

2011 LARGE BUSINESS RATINGS KEY Continued

<p align="center">4. FLEXIBLE WORK TIME</p>	<p align="center">DESCRIBE SERVICES Complete & Attach Supporting</p>	<p align="center">✓YES</p>
--	---	-----------------------------------

	Documentation	
Phase-back Flexible time: Do you allow employee to return to work on a reduced hour basis after an illness, childbirth or adoption?		
Reduced Flexible time: Do you allow your employees to have a flexible work schedule on a predictable long-term basis with benefits and adjusted salaries based on hours worked?		
Full Schedule Flexible Time & Compressed Workweeks for Full Time Employees: Do you allow your employees to put in 40 hour in less than five days?		
Job Sharing: Do you allow two employees to split one full-time position with shared or divided responsibilities?		
Flex-a-Place: Work at Home: Do you allow employees to perform part or all of job responsibilities at home? Company may provide equipment and supplies and/or training or ongoing support for telecommuting.		
Sick Leave/Personal Leave Time: Do you allow employees time to care for dependents who are ill and personal time for any dependent related needs? (school functions, medical appointments)		
5. TIME OFF & PARENTAL LEAVE Under the Family and Medical Leave Act employers with 50 or more workers are required by federal law to give new parents up to 12 weeks of unpaid leave.	DESCRIBE SERVICES Complete & Attach Supporting Documentation	✓ YES
Do you meet or exceed the Family & Medical Leave Act requirements? (number of weeks, paid leave and benefits)		
Do you offer maternity, paternity and adoption leave? <ul style="list-style-type: none"> ▪ Unpaid ▪ Paid or partially paid 		
<i>2011 LARGE BUSINESS RATINGS KEY- Time Off & Parental Leave Continued</i>		
Do you offer job guaranteed time off following childbirth and adoption?		

Elder/Family emergency Care ▪ Do you offer time off to care for family members?		
6. RETIREMENT/SAVINGS PLANS	DESCRIBE SERVICES Complete & Attach Supporting Documentation	✓ YES
Do you offer your employees retirement savings plan in which employees may contract pre-tax dollars?		
Do you offer matched dollars toward your employees' retirement plan?		
Do you offer your employees a fully funded retirement plan?		
7. ADDITIONAL BENEFITS & SERVICES NOT LISTED ABOVE		
DESCRIBE SERVICE (Use reverse of this page and/or attach information)		