



Family Friendly Workplaces, Inc.  
*a 501(c)3 nonprofit*

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### **Family Friendly Workplaces Application and Certification Matrix**

This document contains all directions and questions from the online Family Friendly Workplaces (FFW) Application and Certification Matrix. It is intended to aid applicant companies by previewing the application and matrix questions. Items with an asterisk (\*) are required, and those marked with a caret (^) do not count towards the final Matrix points calculation.

#### **Introductory Language**

The Family Friendly Workplaces (FFW) Certification Program shines a positive light on employers that place a premium on supporting families and children by providing Family Friendly Workplace Policies and Practices.

The FFW Certification Program ascribes participating employers a level of Gold, Silver, or Bronze based on their performance in our Certification Matrix. The certification levels and the minimum required matrix point values are outlined below.

- Gold: Distinguished employer, providing a very high level of family-friendly employment conditions and financial support of Family Supporting Nonprofits. Required matrix points: 100.
- Silver: Strongly supportive employer, providing well above-average level of family-friendly employment conditions and financial support of Family Supporting Nonprofits. Required matrix points: 75
- Bronze: Supportive employer, providing above average levels of family-friendly employment conditions and financial support of Family Supporting Nonprofits. Required matrix points: 50

Point values for each matrix item are outlined on the application form. Once certified, employers may then use the trademarked FFW logo in their recruiting and marketing materials. Employers are recertified every three years with the stipulation that they provide annual financial support through the Family Friendly Workplaces contribution conduit, explained below.

#### **Conduit Contribution**

Through the FFW Conduit, employers direct an annual donation to a community nonprofit that supports families. These nonprofit recipients can be Family Resource Centers, Community Programs, Food Shelves, and any other family supporting organization. The only requirement is that they are a 501(c)3 nonprofit. Family Friendly Workplaces does not retain any part of the Conduit Contribution – 100% of the amount is received by the designated non-profit.

**Instructions**

Employers complete the application by self-scoring their companies for each criteria. Once the employer has submitted their application, FFW will meet or confer with the applicants to review the scores, and assign the appropriate Certification level.

To be eligible to be counted in the application, practices must be written company policy. Supported child care facilities, if any, must be licensed to obtain points, and at the minimum must be a three-star provider. The annual Conduit Contribution serves as the Certified Company's annual dues to FFW, and re-certification occurs every three years.

**Enter Contact Information\***

First Name  
Last Name  
E-mail  
Business Name

*The contact information entered here should be for the member of staff responsible for managing the company's certification.*

**Mailing Address**

Address  
Address Line 2 (optional)  
City  
State  
Postal Code

*The address entered here should be the address FFW should utilize for communicating with the member of staff responsible for managing the company's certification.*

**Phone**

Main Phone

*The phone number entered here should be the number FFW should utilize for communicating with the member of staff responsible for managing the company's certification.*

**Business Information**

Primary Email  
Main website  
Established Date

**Business Mailing Address**

Address  
Address Line 2 (optional)  
City  
State  
Postal Code

*If this address is the same as the previously entered mailing address, check the Same as Mailing Address box.*

\* – Required question

^ – Does not count towards Matrix point total

## **Business Phone**

Main Phone

*If your preference is that phone communications are directed to the staff member responsible for managing the certification, leave this blank.*

## **Additional Information**

### **Health Care Coverage**

#### ***Health Care Coverage Contributions\****

Select the option below that corresponds to the amount you contribute towards the healthcare cost of an employee and their family.

- In excess of \$20,000 (25 pts.)
- In excess of \$10,000 (20 pts.)
- In excess of \$5,000 (15 pts.)
- Less than \$5,000 (0 pts.)

#### ***Additional Health Care Benefits\****

Select any of the listed benefits you provide to employees.

- Employer contributes to integrated Health Reimbursement Account (5 pts.)
- Employer contributes to a Health Savings Account (5 pts.)
- Employer contributes to a Flexible Spending Account (5 pts.)
- None (0 pts.)

### **Child Care Cost Supports\***

Select which of the following benefits you provide employees.

- Contributes to FSA for licensed child care (5 pts.)
- Pays 25% of family expenses for childcare (40 pts.)
- Pays 50% of family expenses for childcare (60 pts.)
- None (0 pts.)

### **Employee Schedule Flexibility for Family Issues**

#### ***Paid Time Off\****

Paid Time Off (PTO) includes employee vacation, sickness, doctor visits; children and family sickness, appointments, activities, care; attend parent and/or child classes; other family commitments.

Select the provided benefit from the list below.

- Provide less than 14 days PTO for full-time employees; prorated for part time (0 pts.)
- Provide more than 14 days PTO for full-time employees; prorated for part time (5 pts.)
- Provide more than 21 days PTO for full-time employees; prorated for part time (10 pts.)

#### ***Paid Leave Benefits\****

Select provided benefits from the list below.

- Paid Maternity Leave of 6 weeks or more (15 pts.)
- Paid Paternity Leave of 3 weeks or more (15 pts.)
- Paid Bereavement Leave (5 pts.)
- None of the above (0 pts.)

\* – Required question

^ – Does not count towards Matrix point total

### *Unpaid Time Off\**

Select Provided benefits from the list below.

- Provide 5 days or more of additional time off beyond PTO for family obligations (5 pts.)
- Unpaid Maternity Leave of 6 weeks or more (10 pts.)
- Unpaid Paternity Leave of 3 weeks or more (10 pts.)
- None of the above (0 pts.)

### *Flexible Employee Work Time\**

Select provided benefits from the list below.

- Variable-day or variable-week work schedule (10 pts.)
- Job Sharing with another Employee (5 pts.)
- Remote work flexibility to support workplace or family needs (10 pts.)
- None of the above (0 pts.)

### Family Friendly Amenities\*

Select provided benefits from the list below.

- Preferred parking for pregnant moms (5 pts.)
- Private area with refrigerator for nursing or expressing milk (10 pts.)
- Employee Assistance Program (10 pts.)
- Family friendly public areas (5 pts.)
- Company-wide family friendly events (5 pts.)
- None of the above (0 pts.)

### Early Childhood Support\*

#### *Support for Early Childhood Education Initiatives*

Select provided benefits from the list below.

- Early childhood literature for employees (5 pts.)
- Early childhood speaker option for employees (5 pts.)
- Referrals to community services (5 pts.)
- None of the above (0 pts.)

### FFW Support\*

#### *Support of Family Friendly Workplaces*

Select from the list below any actions you would be willing to take to support Family Friendly Workplaces and its mission.

- Provide testimonial for FFW (10 pts.)
- Provide an example of a unique policy which supports families (10 pts.)
- Make a donation to support FFW directly (0 pts.)
- Become a Certified Company only

### *Corporate Sponsor \*^*

Are you interested in serving as a Corporate Sponsor of Family Friendly Workplaces?

- Yes
- No

### Conduit Contribution\*

Select the amount per FTE you would like to annually contribute to a family friendly non-profit. The minimum contribution amount is \$10 per FTE annually.

- \$10 per FTE (10 pts.)
- \$15 per FTE (15 pts.)

\* – Required question

^ – Does not count towards Matrix point total

- \$20 per FTE (20 pts.)

*Number of Full-Time Equivalent Employees\**

Input the total number of FTEs at your company.

*Check Presentation Event \*^*

Would you like FFW to organize a check presentation event with the non-profit receiving your conduit contribution?

- Yes
- No

*Receiving Non-Profit \*^*

Provide the name and any contact information you have for the non-profit to which you would like to direct your conduit donation.

*Press Release \*^*

Should you be certified, would you like support from FFW to draft a press release announcing your certification? If you would like, we can also include reference to your conduit contribution and photos from a check presentation event should you elect to have one organized.

- Yes
- No

**Company Logo \*^**

Please upload a high-resolution, color copy of your company's logo. Your logo will be associated with your listing in our public directory on our website, and we may use it in presentations in reference to certified companies.

**Company Contacts \*^**

*HR Contact*

Please put below the name and contact information for the human resources/benefit contact at your company. If you are the HR contact, please indicate so.

*Additional Company Contacts*

Please list below the names, positions, and emails of any additional company contacts who you would like to have receive communications from FFW.

**Additional Items ^**

Applicants can select various branded items, listed below, and order them through the application process.

- Certification Plaque, \$50 each
- Coffee Mug, \$11 each
- Yard Sign, \$15 each
- Window Cling, \$7 each

**Membership Dues**

The application system will display an annual membership dues amount of \$0. Your membership dues is your annual conduit contribution, the result of multiplying your contribution amount by the number of FTEs at your company. Following receipt and approval of your application, FFW will send the member of staff responsible for managing the certification an invoice for the conduit contribution amount, as well as any additional items purchased during the application process.

\* – Required question

^ – Does not count towards Matrix point total

If you have any questions about the billing process, please contact Neil Kline at [nkline@familyfriendlyworkplaces.org](mailto:nkline@familyfriendlyworkplaces.org).

End of application.

\* – Required question

^ – Does not count towards Matrix point total