

Excellence in Work-Life Balance Award

NOMINATION

DEADLINE: DECEMBER 15, 2018

ELIGIBILITY

Nominations may be made by human resources departments on behalf of entire companies for company-wide work-life balance efforts, or by in-house counsel on behalf of in-house legal departments’ work-life balance efforts. Nominations may be made for comprehensive programs that cover several work-life balance efforts, or for one initiative in particular that has had a substantial positive effect on the company and its employees.

Please note: blank lines on the application are for your convenience only and are not intended as a suggestion of length for responses. Please use as much space as needed to provide the necessary level of detail and required information.

SUBMISSION INSTRUCTIONS
Deadline: December 15, 2018

Please remit all nominations to: Constangy, Brooks, Smith & Prophete, LLP

C/O Rebecca Pugh

230 Peachtree Street, NW, Suite 2400, Atlanta, GA 30303

rpugh@constangy.com ; 678-999-7837 FAX

NOMINATOR INFORMATION

(Multiple nominations from a department will be accepted)

Name:

Title:

Telephone:

E-mail:

INFORMATION ON COMPANY/ DEPARTMENT NOMINATED

Company:

Address:

City, State, Zip Code:

Telephone:

Web site:

Are you nominating on behalf of an entire company or its legal department? Number of employees in the human resource or legal department (as applicable):

Total number of employees in the company:

WORK-LIFE BALANCE INITIATIVES

Briefly describe the structure of your department:

How did you hear about the award:

Describe the most instrumental initiative, program, or approach your department developed for your company’s employees to help them achieve work-life balance.

Looking at areas of life such as health, recreation, personal growth, family and friends, physical environment, and professional satisfaction, describe how the company’s philosophy has helped foster work-life balance.

Discuss some specific ways the company has benefited from the application of the work-life balance program(s) or initiative(s).

Describe the integration approach for your work-life balance program. How did you involve all departments?

What barriers did the company have to implementation, and how did the company overcome them?

Were any kinds of cost savings achieved by implementing the program, and in what way?

Does your company have a voluntary workplace wellness program? Please describe.

What is the average tenure of your employees? Has this changed since enacting a work-life balance program or initiatives? Please describe.

What flexible work options does your company offer?

\_\_\_\_\_ Reduced hours

\_\_\_\_\_ Telecommuting

\_\_\_\_\_ Compressed workweeks

\_\_\_\_\_ Flexible start/stop times or core hours

\_\_\_\_\_ Results-Only Work Environment

\_\_\_\_\_ Job Sharing

\_\_\_\_\_ Other:

Does your company have a written policy that covers flexible work, and to which employees does it

apply? (If yes, please attach the policy)

Sometimes, employees may feel as if their careers will suffer if they take advantage of flexible work benefits and schedules. What activities your company has engaged in that are designed to reduce the stigma that is sometimes associated with use of flexible schedules?

Training for employees and supervisors about flexibility stigma

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Frequent discussion within the company of the business benefits of effective

flexible work programs

Communication of support for flexible work programs from top levels of

management

Recognition of benefits accrued to company from effective flexible work

program

Ensuring those on flexible work schedules receive a fair share of desirable

assignments

Ensuring those on flexible work schedules are promoted as appropriate

Ensuring those on flexible work schedules receive the same training and

development opportunities as those on standard schedules

Celebration of business successes achieved by employees who are working

flexibly

Ensuring inclusion of those who work flexibly in the social fabric of the workplace

Monitoring for and addressing backlash or negative comments

Publicizing successful flexible schedules within the company to provide role

models

Including in supervisors’ performance reviews how well they support the

company’s flexible work program

Creation of an affinity group for employees who work flexibly

\_\_\_\_\_ Appointment of a management-level coordinator to oversee the success of the

program

\_\_\_\_\_ Other (please describe specifically):

What advice should be shared with other companies/departments striving to create an environment more conducive to work-life balance?

Please indicate on a separate sheet of paper any additional information, thoughts, or comments on these issues and attach it to this application. A company profile may also be attached.

Thank you for your submission!
Winners will be notified in Early 2019.