



## Assisting Caregivers Today (ACT) Care and Career EMPLOYER Checklist

**Instructions:** The purpose of the employer checklist is for employers to understand ways to support a care and career culture. The checklist offers comprehensive strategies for supporting an employee who is actively providing care or to support future caregivers by enabling proactive planning. As an employer, use this checklist to review the benefits and programs your organization offers active caregivers or to enable proactive planning for future caregiving. Caregiving experiences can be unplanned or unexpected and it is helpful to assist employees in planning ahead. You can also use the checklist to build your care and career employee benefit organizational planning.

**Is your organization offering caregiver-supportive policies and programs?**

### Enable a Care-and-Career Supportive Culture

- Culture of empathy for caregiving modeled by leadership
  - Recognize those providing demanding care, such as dual-care - "sandwich generation" - for children in the home and adult care
- Consider adding a "Caregiver Leave" policy which supports flexible work arrangements and financial support to caregivers
- Implement consistent policies and support across institution
- Consider Flexible Work Arrangements
- Consider a Paid Time Off Donation Program
- Consider funding an Emergency Relief Program
- Go "above and beyond" required policies (federal and/or state)
- Provide a central caregiving support specialist (or train an existing Human Resources team member)
- Implement resource planning to prepare units/departments to allow for caregiver support (e.g., modified work schedule)
- Evaluate technology support - can caregivers attend meetings via their phone?
- Recognize and attend to cultural differences and values as they relate to caregiving, work/life balance, and complexity of care experiences
- Provide career support by:
  - Recognizing care as part of career trajectory (not as gaps on resume)
  - Train hiring managers/teams in interviewing and responding to caregivers (due to gaps on resume)
  - Allow for breaks (throughout the day) for caregivers with intensive care responsibilities – but also recognize one might prefer to maintain work for social-emotional-financial reasons and needs
  - Hire or rehire caregivers and establish strategies for recovering in terms of career trajectory



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### **Provide Core Benefits**

- FMLA (50 or more employees)
- Paid Leave (State/Local dependent)
- Paid Time Off (can use time as employee sees fit)
- Comprehensive Medical and Prescription Plans (including Telehealth visits)
- COBRA support (or other extension support in the case of patient/employee death)
- Health Care and Dependent Care Flexible Spending

### **Offer and Expand Voluntary Benefits for Financial Wellness**

- Long-Term Care Insurance
- Critical Illness Insurance
- Hospital Insurance
- Retirement Plan with employer matching contribution

### **Recognize and Provide Psychosocial Support**

- Employee Assistance Programs
- Offer support groups
- Offer a peer mentoring program

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Recommendations might vary over time and depend on your own circumstance.

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