

## **Action Plan 2:**

# **Build on your organization's investments**

### **Goal:**

To examine current policies or consider creating new ones specific to supporting working parents, while staying within the limits of existing resources.

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### **Solution option 1: Examine and improve existing policies**

By identifying low- or no-cost ways to use existing resources, companies can encourage ongoing employee feedback and collaboration, as well as improve morale by allowing parents in your workforce to feel heard and understood.

#### **To do:**

- ☐ Review existing policies and programs with parents' needs in mind, and identify possible additions or adaptations to ease challenges.
- ☐ Create a working parents' group to help identify needs, develop solutions, and facilitate ongoing communication.
- ☐ Identify ways to integrate the work of the working parents' group into new policies, trainings, and staff communications.

#### **Result:**

- › A prioritized list of policy and/or benefit changes based on working parents' group recommendations.
- › Learnings to guide long-term changes and opportunities ahead.

## Solution option 2: Increase flexibility within existing scheduling

Quickly offer a valuable benefit by identifying workflows that allow flex in terms of work location, timing, or scheduling.

### To do:

- ☐ Leverage working parents' group insights on where greater flexibility would help them do their jobs better.
- ☐ Connect with managers and teams throughout the organization to understand where flexibility is possible.
- ☐ Consider the best way to communicate, test, and adjust changes in policies, including a plan for course correction if needed.
- ☐ Develop a way to track the impact of changes, such as measuring any change in missed shifts due to childcare needs.

### Result:

- › Low-cost and versatile possibilities that benefit both parent workers and the overall workforce.
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## Solution option 3: Consider adaptive approaches to scheduling

Traditional shift scheduling doesn't allow parents in the workforce the flexibility needed in cases of a childcare crisis or other family-related disruption. Consider strategies such as:

- › **Shift swapping.** Empowering employees to trade shifts as needed, minimizing managerial oversight/resourcing.
- › **Customized work hours.** Allowing managers and employees to collaborate on setting up schedules.
- › **Core hours.** Establish specific core hours where all employees are required to be present, but allow flexibility in start/end times for their full work day.
- › **Floating hours.** Allow employees to determine start and finish times differently throughout the week, so long as their total hours/output meets job requirements.
- › **Compressed hours.** Permit employees to work longer hours on fewer days.
- › **Hybrid or remote work.** Define specific work-from-home days within the week, or allow as-needed work-from-home days to be present for ill family members.

### Result:

- › Clarity on how workers could have more control over their schedules without affecting company culture or department output.



## Step 4: Initial Implementation

Using lessons and resources from steps 1–3, identify the quickest and easiest changes, as well as new policies that can be expedited to show a commitment to supporting parents.

### To do:

- ☐ Provide employees with lists of childcare resources and providers.
- ☐ Continue formal and informal data collection to quantify the impact of any changes made.
- ☐ Start learning about what's succeeded at other companies, such as policy enhancements that allow schedule flexibility or remote work.
- ☐ Consider pros and cons of additional solutions, as well as which options would create the greatest change in terms of workforce support and satisfaction.

### Result:

- › A way to immediately demonstrate care for employee priorities, and the establishment of a data collection stream to evaluate policy success.

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