



APPLICATION QUESTIONS FOR FAMILY FRIENDLY BUSINESS AWARD®

ALL APPLICATIONS MUST BE SUBMITTED ONLINE

This document will help the applicant prepare for the application process. Reviewing this PDF prior to starting the application process will allow you to gather the information needed to complete the application in one session.

YOUR Information

* indicates required field.

Name*

First, Last

Primary Contact Email*

Secondary Contact Email*

If we are unable to contact your company at the primary email address, we will use this email address. This must be different from the Primary Contact email.

Phone*

Job Title

Have you applied before?*

- No, this is my first time applying for the award
- Yes, I am renewing my application (I received an award in a previous year)
- Yes, I am re-submitting my application (I updated information from the application I just recently submitted)

BUSINESS Information

From this point forward, when we say, "you," we are referring to your business.

PLEASE NOTE: Your application is not saved until you hit "Submit" at the end. You may also click Save and Continue Later.

Name of business*

- African American
- Asian
- Hispanic/Latino(a)
- Native American
- White
- Other _____
- Majority Ownership does not apply (Corporation, Non-profit, Government)

EMPLOYEE Information

How many full-time W-2 New Mexico based employees do you have?*

Please enter a number, even if zero. No commas. Enter only W-2 employees, not contractors.

How many part-time W-2 New Mexico based employees do you have?*

Please enter a number, even if zero. No commas. Enter only W-2 employees, not contractors.

Enter # of employees earning the following wages

A number is required in each field below. Please enter 0 (zero) if no employee earns the wage range.

Minimum Wage - \$10 per hour*	_____
\$10.01 - \$14 per hour*	_____
\$14.01 - \$20 per hour*	_____
\$20.01 - \$30 per hour*	_____
\$30.01 or more per hour*	_____

How many 1099 Contractors do you have? _____

PREVIOUS AWARDS

Have you ever been recognized or received an award for the benefits you offer?

- No
- Yes

When? _____

By whom? _____

Compliance with Statutes

Please affirm that your policies comply with each by marking "Yes." If you proceed without affirmation, our team will contact you prior to application approval. If you have questions, please contact us.

New Mexico: Nursing Mothers' Rights at Work

(N.M. Stat. Ann. Sec. 28-20-2)

Employers with **four or more employees** must provide all female workers with "flexible" break time and a place other than a bathroom to express breast milk at work.

Learn More: nmhealth.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

Our policies comply with the Nursing Mothers' Rights at Work Statute*

- Yes
- No/Not Sure

New Mexico: Job-Protected Leave, Domestic Violence and the Workplace

(NM Stat. Ann. Secs. 50-4A-3, 50-4A-4, 50-4A-5)

Workers are entitled to domestic abuse leave, which is intermittent paid or unpaid leave time for up to 14 days in any calendar year, taken by a worker for up to eight hours in one day. Workers may also use accrued sick leave or other available paid time off, compensatory time or unpaid leave time consistent with their employer's policies.

Learn More: swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

Our policies comply with the Job-Protected Leave, Domestic Violence and the Workplace Statute*

- Yes
- No/Not Sure

New Mexico: Fair Pay for Women Act

(N.M. Stat. Ann. 1978, Secs. 28-23-1 et seq.)

New Mexico's equal pay law prohibits employers from paying employees at a rate less than the rate paid to employees of the opposite sex in the establishment for equal work on jobs the performance of which requires equal skill, effort and responsibility and that are performed under similar working conditions. A difference in wages is not discrimination if it is based on a seniority system, a merit system, or a system that measures earnings by quantity or quality of production.

Learn More: swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

Our policies comply with the New Mexico Fair Pay for Women Act*

- Yes
- No/Not Sure

New Mexico Human Rights Act

NMSA 1978 §28-1-2 and §28-1-7

(the "Act") including Pregnant Worker Accommodations regarding unlawful discriminatory practice and the amendment to the Act to include pregnancy, childbirth or conditions related to pregnancy or childbirth as a basis for an unlawful discriminatory practice.

Learn More: law.justia.com & swwomenslaw.org

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

Our policies comply with the New Mexico Human Rights Act*

- Yes

- No/Not Sure

New Mexico Healthy Workplaces Act. HB20 (from 2021 Legislative Session) The law took effect on July 1, 2022. Employees shall accrue a minimum of one hour of earned sick leave for every thirty hours worked; provided that employers may choose a higher accrual rate; and provided further that an employer may instead elect to grant employees the full sixty-four hours of earned sick leave for the upcoming year on January 1 of each year or, for employees whose employment begins after January 1 of a given year, a pro rata portion of the sixty-four hours for use in the remainder of that year. Such employees shall not be entitled to use more than sixty-four hours of earned sick leave per twelve-month period, unless the employer selects a higher limit.

Learn More: dws.state.nm.us

This is required by New Mexican law and a minimum requirement for qualifying for any Family Friendly Business Award®.

Our policies comply with the New Mexico Healthy Workplaces Act*

- Yes
- No/Not Sure

CATEGORY ONE: Paid Leave

Paid leave includes paid personal leave, paid maternity/paternity leave, and paid family leave.

Do you offer paid leave?*

- Yes
- No (the following questions will not appear)

Congratulations on offering paid leave! Please answer the questions below:

How many days of paid leave do you offer per year?* _____

On average per employee, per year.

1. We offer paid personal leave (school involvement, sick employee, training/professional development, vacation).

- For Full-time employees
- For Part-time employees
- **Paid personal leave: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Paid personal leave: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer stand alone paid parental leave, such as maternity and/or paternity leave.

- For Full-time employees
- For Part-time employees
- **Paid parental leave: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Paid parental leave: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer paid family leave (caring for aging parents, children, domestic partner).

- For Full-time employees
- For Part-time employees
- **Paid family leave: Is this policy verbal or written?***

- Verbal
- Written
- Other
- **Paid family leave: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

CATEGORY TWO: Health Support

Health support includes breastfeeding/lactation support, employer subsidized healthcare, wellness programs, and reasonable accommodations for workers who have medical needs arising out of pregnancy, disability or illness.

Do you offer health support?*

- Yes
- No (the following questions will not appear)

Congratulations on offering health support. Please answer the questions below:

1. We offer breastfeeding/lactation support including a designated area for pumping/breastfeeding

Breastfeeding/lactation support is required by New Mexico law in the Nursing Mothers' Rights at Work Statute, as a result, this policy will not count towards your policy count and award level. Please provide a brief summary of your policy below.

- For Full-time employees
- For Part-time employees
- **Breastfeeding/lactation support: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Breastfeeding/lactation support: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer employer subsidized healthcare (can include comprehensive reproductive healthcare, mental health services, vision, dental or midwifery)

- For Full-time employees
- For Part-time employees
- **Healthcare: Which of the following do you offer?**
 - Reproductive healthcare
 - Mental health services
 - Vision
 - Dental
 - Midwifery care
 - Other
- **Healthcare: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Healthcare: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer wellness programs (such as wellness assessments, screenings, education, health coaching, organized wellness activities, onsite preventative care such as immunizations, interventions such as smoking cessation, incentive and/or paid time off for wellness activities)

- For Full-time employees

- For Part-time employees
- **Wellness Programs: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Wellness Programs: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

4. We offer reasonable accommodations for workers who have medical needs including arising out of pregnancy, disability or illness (eg. avoid heavy lifting, stay off ladders)

- For Full-time employees
- For Part-time employees
- **Reasonable Accommodations: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Reasonable Accommodations: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer other health support (please specify)

- **Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No

changes" is no longer an allowed response. Field cannot be blank.

CATEGORY THREE: Work Schedule Support

Work schedule support includes flexible work scheduling, job sharing, telecommuting, and predictable scheduling.

Do you offer work schedule support?*

- Yes
- No (the following questions will not appear)

Congratulations on offering work schedule support. Please answer the questions below.

1. We offer flexible work scheduling (such as 4 10-hour days or other adjustable scheduling)

- For Full-time employees
- For Part-time employees
- **Flexible work scheduling: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other

- **Flexible work scheduling: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer job sharing (such as two or more part-time employees share one full-time position)

- For Full-time employees
- For Part-time employees
- **Job sharing: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Job sharing: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer telecommuting/hybrid (work from remote location at least some of the scheduled work time)

- For Full-time employees
- For Part-time employees
- **Telecommuting/hybrid: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Telecommuting/hybrid: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

4. We offer predictable scheduling (providing at least two weeks' notice of work schedules and/or premium pay for changes in work schedules made with short notice)

- For Full-time employees
- For Part-time employees
- **Predictable scheduling: Is this policy verbal or written?***

- Verbal
- Written
- Other

- **Predictable scheduling: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer other work schedules (please specify)

- **Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

CATEGORY FOUR: Economic Support

Economic support to build long-term wealth & short-term financial stability includes higher than average wages in your industry, employer subsidized training/educational assistance, retirement/asset building available, and employer subsidized or on-site childcare or dependent care, or on-site childcare.

Do you offer economic support?*

- Yes
- No (the following questions will not appear)

Congratulations on offering economic support. Please answer the questions below.

1. We offer higher than average wages in our industry

- For Full-time employees

- For Part-time employees
- **Higher wages: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Higher wages: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

2. We offer employer supported or subsidized training/educational assistance, such as professional development opportunities, access to mentorship or leadership training.

- For Full-time employees
- For Part-time employees
- **Training/education: Is this policy verbal or written?***
 - Verbal
 - Written
 - Other
- **Training/education: Please provide a brief summary of your policy.***
If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

3. We offer employer-supported retirement/asset building available to build long-term wealth

- For Full-time employees
- For Part-time employees
- **Retirements/asset building: Is this policy verbal or written?***

- Verbal
- Written
- Other

- **Retirements/asset building: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

4. We offer employer subsidized or on-site childcare or dependent care (such as aging parents)

- For Full-time employees
- For Part-time employees

- **Childcare/dependent care: Is this policy verbal or written?***

- Verbal
- Written
- Other

- **Childcare/dependent care: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

5. We offer employer supported short-term financial stability options (small-dollar lending with repayment available via payroll deductions, access to financial capability training/coaching)

- For Full-time employees
- For Part-time employees

- **Short-term financial stability: Is this policy verbal or written?***

- Verbal
- Written
- Other

- **Short-term financial stability: Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No

changes" is no longer an allowed response. Field cannot be blank.

6. We offer other economic support (please specify)

- **Please provide a brief summary of your policy.***

If reapplying, please confirm your policy description is up-to-date. "No changes" is no longer an allowed response. Field cannot be blank.

OTHER Family Friendly Policies

- **Please list any other benefits or family friendly policies you offer.**

This is your chance to shine and share an innovative policy that was not included in the application.

— Only for business qualifying for Platinum —

Category 5, Category 6, and Category 7 are only for those businesses who have qualified for Platinum level recognition.

To be eligible to apply for Platinum recognition, your business will:

- Have a least 2 policies in each of our family friendly categories: Paid Leave, Health Support, Work Schedules, Economic Support
- Offer a minimum paid leave: 50+ employees: 5 days PTO, 11-49 employees: 3 days PTO, 10 and under employees: 2 days PTO
- Comply with all statutes listed at the beginning of the application

Congratulations! It looks like your business may qualify for our new Platinum level award.

In the next section, you will answer questions about Pay Equity, Diversity & Inclusion, and Community Investment. This is the opportunity to show how your business is going above and beyond the standard and/or required policies/laws for an employer (such as complying with the Equal Employment Opportunity Commission or EEOC requirements). Compliance with EEOC requirements alone will not qualify for Platinum level award.

Each answer in the Platinum level is carefully reviewed by our Family Friendly NM staff to confirm that your business meets the expectations of Platinum recognition. Please do not list “no changes” in the Platinum level categories. Please explain the policies with as many specific details as possible. The Platinum Award will be determined by how deeply engaged your business/organization is in fostering diversity, inclusion, equity and community impact as evidenced by the answers to the questions below.

Would you like to proceed with Platinum level certification?

- Yes
- Not at this time

CATEGORY FIVE: Pay Equity

Pay equity means equal pay for work of equal value. A system of evaluating pay equity among employees is key to ensuring that workers of equal skill, experience and responsibility are paid at the same rate, regardless of gender or race.

Do you offer pay equity?*

- Yes
- No

Congratulations on offering pay equity. Please answer the questions below:

1. Our company formally evaluates pay by job classification, and gender and race (some examples include: OFCCP audit, regular pay practice audits, blind analysis, intersectional pay equity analysis)?*

- Yes
- No

- **Please explain this policy (pay by job classification, gender and race)***

“No changes” is not an allowed response.

Is this information available to employees if they ask?*

- Yes
- No

- Is this information public? If yes, how is it made available?*

- Yes
- No

2. Our company allows or encourages employees to discuss pay with co-workers?*

- Yes
- No

- **Please explain this policy (allow employees to discuss pay with co-workers)***

“No changes” is not an allowed response.

CATEGORY SIX: Diversity & Inclusion

Diversity & Inclusion includes having policies in place for fostering the diversity of staff and/or board, offering on-going training and support to employees on diversity, equity & inclusion, offering diversity programs and employee networks for race, gender, age, disability, LGBTQ+, veterans, other.

Do you have policies related to diversity & inclusion?*

- Yes
- No

Congratulations on offering diversity & inclusion policies. Please answer the questions below.

1. Do you have policies related to diversity & inclusion for staff and/or board?*

- Yes
- No

- **Please explain this policy (diversity & inclusion for staff and/or board)***

“No changes” is not an allowed response.

Do you have goals related to diversity in your hiring process?

- Yes
- No

If you have a board, do you have goals for diversity of members?

- Yes
- No
- We don't have a board

2. Do you have diversity programs or employee networks for the following: race, gender, age, disability, LGBTQ+, veterans, other*

- Yes
- No

- **Please explain this policy (diversity programs or employee networks)***
“No changes” is not an allowed response.

3. Do you provide training to our employees on diversity & inclusion?*

- Yes
- No

- **Please explain your policy on training to your employees on diversity & inclusion. Please explain how often employees complete this training and, if you choose to, the name of the training.***
“No changes” is not an allowed response.

CATEGORY SEVEN: Community Investment

Community Investment includes having policies in place to support employees investing time and/or money in the community.

Do you have policies related to supporting employees investing time and/or money in our/their community?*

- Yes
- No

Congratulations on offering policies to support community investment. Please answer the questions below.

1. Do you offer paid time for volunteering or company-sponsored volunteering (such as community service or community boards)*

- Yes
- No

- **Please explain this policy (paid time for volunteering)***

“No changes” is not an allowed response.

2. Do you offer employer-matched donations?*

- Yes
- No

- **Please explain this policy (employer-matched donations)***

“No changes” is not an allowed response.

FINAL Questions

- **I confirm the company for which this application is submitted is not involved in a labor dispute***
 - Yes
 - No

- **I confirm the information in this application is accurate.***
 - Yes
 - No

- **I give consent to FFNM to use our business name and logo in recognition of the award, including social media and promotional materials.***

How will my logo be used?

Examples include Facebook & LinkedIn recognition posts, on screen recognition at Awards Luncheon, recognition advertising in local publications, etc.

-
- Yes
 - No

If yes, upload your company logo

If yes, please share your Facebook, LinkedIn and Twitter social media handles

- **Where did you hear about this FFNM award?***

Please choose one...

- Current awardee
- Social Media
- FFNM Website
- Albuquerque Journal
- Albuquerque Business First
- Other News Media

- Personal Referral
- Event/In Person Presentation
- Other

- **We're interested in receiving more information on the following**

Select all that apply.

- FFNM Workshops
- FFAM Membership
- Create a Family Friendly Workplace Foundation Course
- Premium Business Directory including Job Postings

- **We're interested in getting more involved in FFNM!**

Select all that apply.

- Get featured in the Family Friendly Workplace Blog
- Be a FFNM Workshop Guest speaker or Panelist
- Join the FFNM Event committee
- Become a Sponsor!