

Working Families Committee--SUMMARY of actions initiated Spring 2145-Spring 2155 and other actions planned for follow-up to WFC recommendations:

1. Marianne Gustafson, Chair of the NTID Working Families Committee (WFC) shared the WFC Report and Survey Results with the NTID Administrative Council in March 2015. Gerry and the NAC recommended:
  - a. Marianne to share the report with the NTID Faculty Congress (NFC) and to NTID Staff Council representatives.
  - b. Erwin Smith to meet with Marianne and work with HR regarding recommendations for lactation rooms and parking.
    - i. In a follow-up meeting with Erwin, several possible lactation rooms were identified in Johnson Hall and potential spaces in the renovation plans for Carey Hall. Costs were estimated and will be shared with Gerry Buckley.
    - ii. Erwin Smith will work with Facilities & Parking and with Lori Sykes in HR to add 1 or 2 additional spaces in L or M lot for "Handicapped Parking" which pregnant women can use according to policy.
  - c. Pam Carmichael to meet with Marianne to follow-up on web-related recommendations for improving access to information.
    - i. In a follow-up meeting between Marianne, Pam and Matt Dana it was agreed that NTID Communications, Marketing & Multimedia Services will add a "Resources for Working Families" page on the NTID website with links from the President's homepage and the NTID homepage Quick Links for Faculty/Staff. The webpage will be a centralized location for links to policies, forms and information spread throughout various RIT webpages. It will also have a password protected link to the WFC Report.
    - ii. Additionally, Marianne will work with Suzi Murad to add a summary and link to the WFC Report to the President's monthly update.
    - iii. Resources for Working Families <http://www.ntid.rit.edu/working-families> added, with links from Faculty/Staff Resources.
  - d. Gerry to establish Follow-up Committee (See recommendations under Childcare #5, Family-Friendly Events #7, FB or parent group #8, additional Concerns #9). Members volunteered August 2015 and had an organizing meeting. A call to go out for additional members for web follow-up and non-parenting caretaker issues.
2. Marianne made presentations to the NFC and to NTID Staff Council representatives in March/April 2015.
  - a. NTID Faculty Congress recommended:
    - i. Share WFC Report with NTID Chairs and Managers and encourage consistency, particularly in granting flexibility according to current and future policies.
    - ii. Post PDF of WFC Report for the NTID Community to read.
    - iii. Share WFC Report with Academic Senate with request that recommendations about transition to full-time, full responsibility be considered under RIT Policy E17.
    - iv. Create a special NTID parking tag for pregnant women that would be good for 6-9 months in any handicap spot.
  - b. NTID Staff Council representatives recommended:

- i. Make sure that the RIT Benefits Advisory Group is aware of the WFC Recommendations.
  - ii. Send out an e-mail to all Staff with a link to the report and a summary of the primary recommendations.
  - iii. Appoint a female as the contact for lactation rooms and consider allowing students to access lactation rooms.
  - iv. Follow-up with Hope Williams regarding offering PD workshops in collaboration with HR during the next academic year.
3. Marianne shared comments about the NTID WFC, the WFC Survey and results, and some of the WFC recommendations related to faculty with two members of the NSF AdvanceRIT external evaluation team.
  - a. The NTID lead researcher on the AdvanceRIT team has requested an additional meeting.
4. Marianne shared summary of Spring 2015 initiatives with RIT Human Resources (Judy Bender), requested that the WFC recommendations be shared with the Benefits Advisory Group, and continue to follow-up on communication with HR regarding recommendations that affect policy, benefits and compliance (e.g., with Lori Sykes). Judy's comments/corrections are incorporated in this document.
5. At the request of the Provost following an April 2015 Provost's Council meeting, Stephen Aldersley and Gerry asked Marianne to share the WFC Report and recommendations with the Provost and President, as the Provost is particularly interested in those that relate to faculty leave and transition to full workload following leave after birth or adoption of a child.
6. Marianne presented information about the NTID WFC Report and recommendations at a Pregnancy Support Group meeting in May 2015.
7. In July 2015 Marianne and Hope Williams met with RIT HR to get updates on actions taken and to plan an informational PD Workshop for Fall. Workshop scheduled for October 29, 2015.
8. In July 2015 Marianne met with Chris Knigga regarding Parking and Lactation Rooms.
9. In September 2015 RIT announced enhanced benefits, including maternal disability and new parent leave benefits.
10. In AY 2015-16 Marianne and HR representatives Lori Sykes and Sue Quinn presented three PD Workshops on "Working Families Benefits and Resources" for NTID Faculty/Staff and one of the DAS teams.
11. In AY 2015-16 Marianne had two meetings with a small follow-up group to the WFC to focus on implementation of specific recommendations.

| <b>Working Families Report<br/>ISSUE/RECOMMENDATION:</b>  | <b>Follow-ups:</b>  |
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| <b>1. Parking</b>   |   |
| a. Improve communication and website information so pregnant women know their needs fall under RIT's "Parking for People with Disabilities" policy, which has an application process and requires a statement from their physician. | NTID – Pam C & Matt Dana to add links to Parking information from NTID webpage. RIT-HR to add a link to their website from the Parking Office website.  |
| b. Consider adding additional spaces designated specifically for Expectant Mothers.   | NTID – Chris Knigga, in working with RIT- Parking Office, determined that new spaces would not be added; RIT Parking Office to provide pre-arranged shuttles from parking lots and address other unique individual requests.                            |
| c. Consider widening spaces, especially in L-lot and near Margaret's House.   | NTID – Erwin S doesn't expect this to happen.   |
| <b>2. Paid Leave</b>  |   |
| a. Provide 12 weeks of paid leave for both caregivers of a newborn or newly adopted child.  | RIT-HR reviewed the WFC recommendations and those of other RIT groups and will be making a recommendation to RIT Senior Administration.<br><br>RIT-HR, Provost & President have WFC Report<br><br>RIT-HR announced enhanced benefits in September 2015. |
| b. Better educate/inform employees and managers about FMLA, paid leave for birth or adoption of a child, and how all of that can impact income.   | NTID – Hope Williams is coordinating NTID PD Workshops - 2 in AY 2015-16 and 1 in AY 2016-17;<br>NTID - added Resources for Working Families webpage  |
| <b>3. Transition to Full-Time (Following Maternity/FMLA Leave)</b>  |   |

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| <p>a. Offer all faculty/staff returning from leave up to a six-month transition plan with the options of a gradual increase to full requirements and/or flexibility in responsibilities, hours and/or location of work.</p> <p>i. Transition options might include reduction in days per week/hours per day worked, flexibility in time of day worked and number of breaks, job sharing, working from home, reduction in responsibilities or reduced teaching load.</p> | <p>NTID – Gerry with NAC and possibly Budget Administrators</p> <p>RIT-HR is encouraging faculty/staff and managers to consult Guidelines for Flexible Work Arrangements used by RIT F&amp;A. No new recommendations will be made.</p> |
| <p>b. Offer full benefits during this transition period with pay in proportion to the percentage of time/responsibilities worked.</p>   | <p>RIT-HR doesn't plan to make any new recommendations to Senior Administration.</p>   |
| <b>4. Breastfeeding</b>   |  |
| <p>a. Designate and publicize additional private lactation rooms across campus, specifically in areas most frequented by NTID employees: two rooms each in/near LBJ/SDC/Rosica Hall (east campus); 7A/B (central campus); and bldg. 14 (west campus).</p>   | <p>NTID-Chris Knigga is working with RIT-HR Lori Sykes and FMS and space planning to add a room in LBJ and possibly Carey. Room in LBJ identified in AY 2015-16.</p>   |
| <p>b. Lactation rooms need to be warm, clean, private, secure and appropriately equipped.</p>   | <p>NTID-Chris K, Erwin S &amp; Gerry (budget)</p>  |
| <p>c. Provide all nursing mothers with paid break time and flexibility in their schedules and workload expectations for a period up to one year while nursing an infant.</p>  | <p>RIT - HR will review the current policy regarding this initiative</p>   |
| <b>5. Childcare</b>   |  |
| <p>a. Explore possibilities for reducing costs at Margaret's House and nearby daycare centers or offering financial assistance related to childcare.</p>  | <p>NTID-Heather Eaggleston is working with RIT – Student Affairs (who manages Margaret's House) &amp; MH Director; Summary Report written June 2016</p>  |
| <p>b. Explore the possibility of Margaret's House expanding to accommodate more children of RIT employees.</p>  | <p>NTID-Heather Eaggleston is working with RIT – Student Affairs (who manages Margaret's House) &amp; MH Director</p>  |
| <b>6. School Calendars</b>  |  |
| <p>a. Give employees the flexibility to work from home or use flex-time when their children are off on secular holidays (e.g., MLK Day, Presidents' Day).</p>   | <p>NTID - Gerry and NAC Budget Administrators</p>  |

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|  | RIT HR-Cliff Edington and Lori Sykes to work with NTID to follow HR procedures for Flexible Work Arrangements  |
| b. Explore options with Margaret's House or campus organizations to provide reasonably priced, fee-based programs after school and during their child/children's school days off and school break weeks. | NTID-Heather Eaggleston is working with RIT – Student Affairs (who manages Margaret's House) & MH Director   |
| c. Allow those who are not currently able to use vacation time when RIT classes are in session to do so, especially when options for childcare are exhausted.  | NTID- Gerry and NAC and Budget Administrators  |
| <b>7. Family-Friendly Events</b>   |  |
| a. Increase the number of family-friendly activities offered on campus.  | RIT  |
| b. Host an annual event for RIT/NTID employees and their families.   | NTID   |
| c. Reestablish Take your Child/ren to Work Day at NTID with the assistance of student volunteers.  | NTID and RIT   |
| <b>8. Improving Access to Resources and Policy Information</b>   |  |
| a. Create and publicize a dedicated website that contains all RIT family-friendly policies and resources.  | NTID-Pam C and Matt D worked with Marianne to establish Resources for Working Families webpage <a href="http://www.ntid.rit.edu/working-families">http://www.ntid.rit.edu/working-families</a> |
| b. Offer Parental Benefits Training workshops twice a year.  | NTID- Hope Williams sets dates for annual PD Workshops; Marianne works with HR on presentations  |
| c. Develop a Facebook or internal group for parents to chat and share ideas with each other to create a community as well as help communicate RIT/NTID's family-friendly policies and events.            | NTID- shared this recommendation with the RIT Pregnancy Support Group (now called Pregnancy & Parenthood Group) who established a Facebook group: <a href="#">RIT.PnP</a>                      |
| <b>9. Follow-up</b>  |  |
| a. Establish a smaller committee to pursue the following goals:  | NTID-Gerry and Marianne; initial meeting held Sept. 2015; new members added; additional members needed for AY 2016-17.   |

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| i. Share this report with the NTID community, estimate costs, and pursue implementation of approved recommendations.  | NTID-Shared through President's Update and PD Workshop; implementation ongoing |
| ii. Share this report with relevant RIT administrators, groups and the other appropriate RIT colleges/organizations and collaborate with them to establish family-friendly policies campus wide.  | NTID- Marianne and new committee   |
| iii. Review additional challenges and suggestions identified in this report, such as issues specific to grandparents, caregivers of older adults or siblings, and employees without children who feel negatively impacted by flexibility afforded to those with children. | NTID-Marianne and new committee to follow-up during AY 2016-17.                |