

GM@W Organizational Review Worksheet





PF11: BALANCE

OBJECTIVE: A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

What are the benefits of effectively addressing Balance?

- ✓ Greater staff satisfaction and morale
- ✓ Reduced staff stress and burnout
- ✓ Enhanced performance and productivity
- ✓ Reduced absenteeism and disability

What information may be helpful to refer to or collect?

-  Accurate records of time worked (including time worked outside of regular work times)
-  Data on use of vacation time and accrued time off
-  Absenteeism/leave data (e.g., sick leave, short- and long-term disability duration and rates)
-  Data on costs, reasons and rates for benefits utilization

How would you describe your workplace/work unit? *(select all that apply; this will help you answer questions below)*

Flexibility

- ☐ Flexible work arrangements, where possible (e.g., work from home, part-time work, job sharing)
- ☐ Opportunities to earn time off during peak work periods (e.g., to use during lower workload demand periods)
- ☐ Mechanisms to track employee usage of allotted time off (e.g., to ensure earned leave is used)

Supports

- ☐ Comprehensive benefits for employees and their families
- ☐ Personal and family supports through work (e.g., daycare, fitness facility access, health education)
- ☐ Management exhibits and supports positive work-life balance behaviour

Please answer the questions below with respect to your workplace:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
1. Our workplace encourages employees to take their entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).	4	3	2	1
2. Employees are able to reasonably balance the demands of work and personal life.	4	3	2	1
3. Our workplace promotes work-life balance.	4	3	2	1
4. Employees can talk to their supervisors when they are having trouble maintaining work-life balance.	4	3	2	1
5. Employees have energy left at the end of most workdays for their personal life.	4	3	2	1

PF1 GM@W Organizational Review Score (from above): _____ (5 to 20)

PF1 GM@W Survey Score (if applicable, from the GM@W Survey Results): _____ (5 to 20)

Serious Concerns = 5 to 9 **Significant Concerns = 10 to 13** **Minimal Concerns* = 14 to 16** **Relative Strengths** = 17 to 20**

* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

If there is a difference between the **GM@W Organizational Review Score** and the **GM@W Survey Score**, what may be contributing to the difference (e.g., lack of knowledge or understanding, communication gaps)?

Do issues related to **Balance** present a greater risk to particular groups of employees (e.g., new employees, certain jobs, shift workers, etc.)?

What are the strengths in your workplace in terms of **Balance** (e.g., what do you do well, what should you continue doing)?

What could your workplace do to improve in this area (e.g., what could you do more of, what could you do less of)?

Is further action required? ☐ YES ☐ NO

If YES, see *GM@W Suggested Responses: PF11*