

BEST PRACTICES, Human Resources - Benefits

Title: Maternity Leave Toolkit # 593

Source: University of Ballarat (Australia) **Co Area:**

Addl Info: http://www.ballarat.edu.au/_data/assets/pdf_file/0020/5483/UB-Maternity-leave-April2012.pdf

Abstract: This toolkit is for female staff and their managers to use when discussing and planning Maternity Leave arrangements. The toolkit is available here in two forms. It can be easily viewed and printed section by section, or can be downloaded as a PDF document.

Maternity Leave: a process

- A. Initial Steps: where do I start?
- B. Working while pregnant: what are the options?
- C. Planning, deciding and formalizing Maternity Leave arrangements
- D. Keeping in touch with work: getting the balance right
- E. Planning for return to work
- F. Plans and other issues
- G. She's back!

Title: Flex Time at Universities # 670

Source: Various **Co Area:**

Addl Info: [See abstract below](#)

Abstract: People like to have flex time available to them.

<http://hr.columbia.edu/policies/fwa/flextime>

http://www.usg.edu/hr/manual/teleworking_flextime_policy

<http://www.cmu.edu/policies/documents/FlexTime.html>

<http://www.rider.edu/offices-services/human-resources/policies>

<http://www.hr.upenn.edu/quality/worklife/flexoptions/default.aspx>

Title: Work from Home /Telecommute # 671

Source: Various **Co Area:**

Addl Info: [See abstract below](#)

Abstract: <http://www.indiana.edu/~uhrs/relation/telecommute.html>

<http://ucsfhr.ucsf.edu/index.php/policies/article/telecommuting-guidelines-and-procedures1/>

<http://hrweb.berkeley.edu/er/policies/other/telecommuting>

<http://media.umassp.edu/massedu/hr/TelecomAgreementUM.pdf>

<http://policylibrary.columbia.edu/telecommuting-policy>

BEST PRACTICES, Human Resources - Benefits

Title: A Guide to Best Practices in Employee Benefits # 866

Source: Principal Financial Group

Co Area:

Addl Info: <http://www.principal.com/theprincipal10best/documents/2007bpg.pdf>

Abstract: Topics covered -

- * Financial Fitness: Helping employees achieve financial security
- * Retirement Planning Checklist
- * Best Practices in Retirement Benefits (PDF: 96 KB)
- * Physical Fitness: Healthier employees, healthier bottom line
- * Health and Wellness Checklist
- * Best Practices In Health and Wellness
- * Employee Education Checklist
- * Best Practices in Employee Education and Communication
- * Employee Benefit Benchmarking Chart
- * Winner Profiles

These individual topics are available at <http://www.principal.com/theprincipal10best/bestpractices.htm> along with past guides.

Title: fitCentral Employee Wellness Program # 1192

Source: Central Carolina Technical College

Co Area:

Addl Info: <http://www.sacubo.org/docs/bestpractices/2012/EmployeeWellness.pdf>

Abstract: During a period of increased workloads and stagnant salaries, Central Carolina Technical College developed and implemented a comprehensive wellness program, fitCentral, to boost morale and improve the health and wellness of employees.

Many CCTC employees have participated in the wellness program and have expressed appreciation and enthusiasm for the opportunities the program provides, as well as the College's concern for employee health and well-being. An unexpected benefit came as a result of employees from different areas of the College getting to know each other by participating in the fitChallenge and other activities. This has contributed to a renewed sense of camaraderie and teamwork at the College.