

## **GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE IN SUPPORTING MATURE WORKERS - Guidelines**

Awards will be based on how well the applicant demonstrates they have programs and policies that fall within the key criteria listed below. Please provide supporting documentation and/or a narrative commentary that outlines and describes specific practices, policies or programs that are present within your workplace. It is understood that not every employer will have policies in each category listed; therefore, responses should be limited to categories that are applicable to the applicant's business operations.

Examples of policies or programs that support mature workers are provided to help you identify these within your company. Please note that the list of criteria or examples is not exhaustive. Employers who have unique programs or policies that benefit mature workers are encouraged to highlight them, even if those programs are not reflected here.

### **1) Employment Opportunity: Recruitment and Retention**

- Recruitment practices are openly inclusive of mature workers.
- Recruitment/job advertising seeks mature workers by targeting their favored media.
- The employer supports long term employee retention by providing a reasonable benefit package.
- The employer provides, identifies or supports transportation assistance to employees. This may include information only or include financial assistance for commuting.
- The employer provides or identifies care giving (giver) support.
- The employer offers paid sick leave and allows its use for medical appointments, care giving and other family medical needs.
- The employer offers wellness programs that may include: flu shots, screening programs, smoking cessation, nutrition counseling, and diet planning, employee fitness participation (e.g. pedometer program), etc.
- The employer has policies that support the use of healthy foods within the place of employment (for example, vending machines offer healthy food choices in lieu of high fat snack food options).

### **2) Work Schedule Flexibility and Accommodations**

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- The employer has flexible hours and allows flexible work schedules for its employees.
- The employer provides full and part-time work options for its employees.
- The employer permits the sharing of jobs.
- The employer provides seasonal employment opportunities.
- The employer allows telecommuting work options.

### **3) Training and Skills Development**

- The employer provides employees with the opportunity for skill building through online, classroom or other training methods (whether in-house or through the use of a vendor).
- The employer offers workers the opportunity to develop skills in an alternative career path or subject that is different from their current position.
- The employer provides incentive for employees to build their knowledge and skills through training.
- The employer provides college tuition reimbursement.

### **4) Retirement and Retirement Planning**

- The company provides for a phased retirement that permits the employee to slowly reduce their schedule over time.
- The employer has a policy/practice that allows older employees committed to retirement to transfer knowledge to co-workers to ensure business continuity and take advantage of the lifelong knowledge accumulated by the retiring employee.
- The company provides some form of financial support for retirement (e.g. 401(k) matching, pension, etc.).
- The company provides education/information to employees to help them plan for retirement. (Examples might include specific retirement planning services, assistance with coordination of or planning for social security benefits, information on Medicare, etc.).

As noted previously, it is important that each applicant provide documentation to support their application. Human resource policies and practices may provide a good source of this information. Individual testimonials from employees, former employees, other employers, agencies, etc. are encouraged, but should not be the relied on as the sole method of documenting mature worker-friendly policies.

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Because policies that are favorable for mature workers are often beneficial for all, employers are not required to have programs dedicated exclusively to older employees. However, employers who can demonstrate that their programs are particularly valued by mature workers are encouraged to elaborate on that.

By submitting an application for Business Excellence in Supporting Mature Workers, employers attest that they are in substantial compliance with applicable regulations and statutes.

Employers who are selected to receive an award will be provided an opportunity to participate in an awards ceremony, where each will receive a plaque from the Governor and be recognized for their contributions to the State of Vermont, and in particular, to mature workers.