

Workplace Wellbeing Hub

Benefits Checklist



This Benefits Checklist is meant to be used alongside the Benefits Station of the Workplace Wellbeing Hub. You might need to work with your human resources team to answer some of the questions. While you might not be able to answer “yes” for all questions yet, this tool can help you examine what your workplace might be interested in working on to advance your workplace’s health, safety and wellbeing.

Health Care Coverage: providing health care coverage is critical to assuring workers can get the medical and health-related services they need to be safe, healthy and well.

1. Does your organization provide individual and family health coverage to all workers?
 - Full-time Yes No
 - Part-time Yes No
 - Contractors Yes No
 - Temporary workers Yes No
2. Is your health care coverage **affordable**? Yes No
3. Is your health care coverage **accessible**? Yes No
4. Does your organization provide resources to workers about Medicare or Medicaid? Yes No
5. Does your organization provide resources to workers about the ACA Marketplace (aka Obamacare)? Yes No
6. Do you have a specific person available to facilitate or support ACA applications? Yes No
7. Do you know where to refer employees for help navigating Medicare/Medicaid & the ACA Marketplace? Yes No
8. Does your organization provide resources about medical bills and support for workers struggling with payment? Yes No
9. Does your organization provide resources to support workers with out-of-network costs? Yes No
10. Does your organization provide substance use-related health care coverage? Yes No
11. Does your organization provide mental health-related health care coverage? Yes No

Employee Support: providing employee-based support services, such as Employee Assistance Plans (EAPs), can help reduce the impact that substance use, mental health, fatigue and other issues have on employees. Providing resource navigation support, peer resources and other services can help alleviate the stress, distress and other issues that impact workers.

1. Does your organization provide an EAP? Yes No
 - a. If yes, please check all that it covers.
 - Mental health support
 - Substance use support
 - Coverage for family members
 - Community resource navigation
 - Trauma-informed care
 - Culturally responsive care
 - b. Does your EAP provide active referrals to community services, like substance use and/or mental health support? Yes No
2. Does your organization provide other employee assistance services? Yes No
 - Yeturn Health
 - Peer support
 - Mentorship
 - Other: _____

Employee Support (continued)

3. Does your organization provide Community Resource Navigation? Yes No
- Food security (benefits applications, food pantries, WIC, SNAP) Yes No
 - Housing security (rental assistance, Section 8, tenant resources, Habitat for Humanity, veterans resources) Yes No
 - Recovery programs Yes No
 - Mental health programs Yes No
 - Domestic violence resources Yes No
 - Children and Youth with Special Health Care Needs (CYSHCN) (early intervention Part B, school services Part C, Children's Long-Term Support Waiver (CLTSW), Medical Home) Yes No
 - Childcare Yes No
 - Elder care Yes No
 - Transportation Yes No
 - Veteran's resources Yes No

Workplace Practices: Assuring your workplace practices support worker health, safety and wellbeing are critical to the overall culture of safety and preventing risk factors for adverse health and safety outcomes.

1. Does your organization provide paid time off (PTO) for all workers?
- Full-time Yes No
 - Part-time Yes No
 - Contractors Yes No
 - Temporary workers Yes No
2. If your organization provides paid time off, can workers take it for any reason without explanation or just some reasons?
- Any reason if approved, no explanation needed Yes No
 - Medical appointments Yes No
 - Emergency leave Yes No
 - Family appointments Yes No
 - Recovery-related appointments/needs Yes No
 - Mental health-related appointments/needs Yes No
3. Does your organization provide flexible scheduling for all workers (full-time, part-time, contractors, temporary workers)?
- Remote work Yes No
 - Hybrid work Yes No
 - Alternative work schedules Yes No
 - Shared positions Yes No
 - Other types of flexible scheduling: _____
4. Does your organization allow employees to "flex" their time for personal or family issues?
- Substance use treatment Yes No
 - Mental health treatment Yes No
 - Recovery programs Yes No
 - Recovery-related appointments Yes No
 - Other medical appointments Yes No
 - Family and personal needs Yes No
 - Other: _____