

Quality Jobs Assessment

Form revised 12/2/22



Quality Jobs Progress: **0**

Sections where Achieved Goals

Business Name:	
Assessed by:	
Date Assessed:	
Did Participate Fully:	

Employees and contractors are referenced below with the word "workers." We want to inspire business owner to invest in better quality of products and services through recruiting better qualified people and converting 1099 positions to W-2.

1. Compensation

Pay equals or exceeds the median pay for the business sector and geographic location. This will be determined by 941s and then compared to research provided by Navigator's HR specialist.

Notes:

2. Benefits

a. PTO is offered to employees (personal days and paid vacations)
 b. Paid continuing education (any amount) offered and accepted by workers.
 c. Continuing education resulted in promotions, as evidenced by new job descriptions.
 d. Documented steps taken and results achieved to advance diversity, equity and inclusion.
 e. Comply with Colorado legal standard- Colorado Healthy Families and Workplaces Act <https://cdle.colorado.gov/hfwa> provided to workers and Colorado Secure Savings Plan <https://treasury.colorado.gov/colorado-securesavings-program>

3. Incentives

a. Global and/or individual performance incentives provided, based on measured performance
 b. Workers are given input into their individual performance goals and desired incentives.
 c. Incentives granted in past 12 months.

4. Advancement

a. Job descriptions are written with measurable accountabilities if it applies according to their responsibilities and have been discussed with workers. Each worker is assigned a supervisor.
 b. Job openings, based on job descriptions, are posted publicly; include salary (according to the Equal Pay for Equal Work Act <https://cdle.colorado.gov/equalpaytransparency>; interviews conducted with written, open-ended questions. Answers are documented and filed.
 c. Performance evaluations reflect job description wording and use measured accountabilities if it applies; have a component of worker self-evaluation including worker self-measurements.
 d. Career paths are documented for appropriate positions and discussed with workers.
 e. Opportunities provided and documented at least once per quarter for people to learn their job or another job better.
 f. Other advancements not listed are provided.

5. Schedule Satisfaction

a. Work schedule is publicly posted weekly, showing at least four weeks ahead or have a fix schedule according to the employee's availability stated at the hiring time
 b. Changes to schedule are publicly posted with two weeks or more in advance.
 c. Procedure for workers requesting schedule changes is publicly posted and followed.(Chain of communication and days in specific amount of days in advance to make the request)
 d. Procedure for sick and emergency worker no-shows publicly posted and followed.
 e. Procedure for requesting non-paid and paid time off is publicly posted and followed.

7. Positive Work Environment

<p>a. Regularly scheduled all-worker meetings occur. b. Procedural steps are documented for the main work of the business and used to train new workers. c. Top leaders understand how to effectively delegate and do so effectively. d. Top leaders understand how to coach to increase performance and satisfaction and do so effectively. Continues education on Management Skills required and available to supervisors and managers. e. All-worker social activities periodically occur to increase cohesiveness and satisfaction. f. Return on investment in quality jobs has occurred, been documented, and been shared with workers. Clear understanding on Contractors and W2 employees , review of the job descriptions and/or 1099 contracts and their responsibilities- Each one comply with the IRS requirements https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee g. Workplace is safe, healthy and accessible, as reported by at least 50% of workers on the most recent company survey. Harassment Policies are clearly explained in the Employee Handbook and discuss in meetings periodically. Clear procedure and chain of communication established to report any incident.</p>		
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