

DRAFT 05/18/12
City of Seattle / UW Employer Paid Leave Survey

Jennifer Romich, University of Washington

Please note that survey questions will be formatted for readability and pre-tested for clarity before distribution. Comments or suggestions welcomed (Romich@uw.edu).

The survey will be distributed in English and Spanish, with a multi-lingual insert advising that translators for other languages spoken by Seattle residents are available by phone.

Who should fill out this survey? The person completing this form should be the business owner, manager, human resources manager or anyone else who knows the required information. [include the definition of business for multi-site businesses, using language consistent with rules]
GENERAL INFORMATION
Business name: Name of person filling out survey: Title: Telephone: Date:
What type of business is this? (check all that apply) <input type="checkbox"/> locally owned business <input type="checkbox"/> family-owned business <input type="checkbox"/> immigrant-owned business <input type="checkbox"/> minority owned business (regardless of official certification) <input type="checkbox"/> woman-owned business (regardless of official certification) <input type="checkbox"/> publicly traded company <input type="checkbox"/> branch of a regional or state-wide company <input type="checkbox"/> branch of a national or international company
Part 1. EMPLOYEE INFORMATION
When did your business hire its first employee? <input type="checkbox"/> 2012 <input type="checkbox"/> 2011 <input type="checkbox"/> 2010 <input type="checkbox"/> before 2010
How many total employees does your business have? Number of employees ___ OR choose category 0-4, 5-9, 10-19, 20-49, 50-99, 100-249, 250 or more
How many of these employees work in Seattle? A "Seattle employee" is an employee who performs more than 240 hours (30 full-time days) of work in Seattle within a calendar year. Number of Seattle employees ___ OR choose category 0-4, 5-9, 10-19, 20-49, 50-99, 100-249, 250 or more
For the rest of the questions, please report only for the employees that work in the City of Seattle. If your business does not have any employees in Seattle, you do not need to complete the rest of the survey.
Number of Seattle employees who are full time Number of Seattle employees who are part time How many hours per week do Seattle employees need to work to be considered full time?

Part 2. BENEFITS

What benefits does your company offer? Check yes or no for the listed benefits

	Health insurance for employee	Health insurance for spouse or dependents	Undes-ignated Leave	Paid Sick Leave	Paid Vacation Leave	Paid Holidays
Full-Time Seattle Employees	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Part-Time Seattle Employees	Yes <input type="checkbox"/> No <input type="checkbox"/>					

If your company offers paid leave to full time Seattle employees, how much of the following kinds of leave would a full-time employee accrue after s/he has been with the company for a year?

__ number of days undesignated leave per year
 __ number of days paid sick leave per year
 __ number of days paid vacation leave per year
 __ number of paid holidays per year

If your company offers paid leave to part-time Seattle employees, how much of the following kinds of leave would a 20-hour per week part-time employee accrue after s/he has been with the company for a year?

__ number of days undesignated leave per year
 __ number of days paid sick leave per year
 __ number of days paid vacation leave per year
 __ number of paid holidays per year

Part 3. POLICIES AND PRACTICES

Does your company have policies that say what should happen in the following circumstances?			
	...when employees are sick during work hours?	...when employees need to take care of a sick relative during work hours?	when they have been a victim of domestic violence and this interferes their work
For full-time Seattle employees	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know
For part-time Seattle employees	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know	<input type="checkbox"/> yes, written policy <input type="checkbox"/> yes, verbal policy <input type="checkbox"/> no set policy <input type="checkbox"/> don't know

What happens in your company when Seattle employees are sick? Please check all that apply.

- the employee stays home
- the employee comes in anyhow
- the employee gets sent home if s/he comes in sick
- other – please describe _____

What happens at your company when Seattle employees do not come to work due to illness? Please check all that apply.

- the employees does not get paid
- the employees make up the work later
- the employees get paid sick time
- the manager or owner does a sick employee's work
- someone else does the sick employee's work
- employees arrange to swap shifts with another worker
- the manager or someone else arranges for the employee to swap shifts with another worker
- the employee is fired
- other – please describe _____

Has your business heard about the City of Seattle Paid Sick and Safe Leave Ordinance that will go into effect later this year?

- Yes
- No
- Don't know

Is your business going to change policies when the City of Seattle Paid Sick and Safe Leave Ordinance goes into effect later this year?

- Yes
- No
- Don't know

Please share any questions or comments about this survey, employee benefits, or the City of Seattle Paid Sick and Safe Leave Ordinance. [write-in area]

Thank you for your time