Managers Supporting Caregivers in the Workplace
Facilitator Guide

Goals of Today’s Session

- Identify caregivers and discuss the challenges they face in the workplace
- Understand and review resources available for working caregivers
- Know your role as a manager in supporting caregivers and balancing work responsibilities
Who are caregivers?

Caregivers are...

- Primary and Secondary
- Local and Long Distance
- “Sandwich generation”
- 60% are working

What is Caregiving?

Shopping ➔ Transportation ➔ Medical Appointments ➔ Meal Preparation ➔ Housekeeping ➔ Personal Care
Caregiving Scenarios

Onset:
- Unexpected
- Gradual
- Continuous

Examples:
- Aging Parents
- Cancer
- Special Needs Child
- Dementia

One out of four of us will be a caregiver in our lifetime.

Understanding Caregivers’ Challenges

Juggle full-time job and multiple responsibilities

Providing caregiving in the morning, working during the day and caregiving in the evening

Little or no time to care for self

Currently Working Caregivers...

20 hours of unpaid caregiving weekly (average)

2/3 have used unscheduled time off to deal with caregiving issues
Currently Working Caregivers...

61%

report having experienced at least one impact or change to their employment situation as a result of caregiving (cut back in hours, leave of absence, turning down a promotion, etc.)

They also worry their boss and co-workers feel resentful or burdened by their need to be out of the office.

Understanding Options for the Working Caregiver

Paid Leave Options
- Sick Leave
- Vacation Leave
- Personal Leave
- Compensatory time off
- Donated Leave

Unpaid Leave Options
- FMLA
- Leaves of Absence
- Voluntary Cost Savings Program

Other Options
- Pre-tax dependent daycare spending accounts
- EAP
- OPTUM

Contact your agency HR representative for additional assistance.

Group Activity: Today’s Caregiving

Scenario:
Pat’s aging father has recently been diagnosed with stage 4 cancer, which was unexpected. Pat is the only family member that lives in the state and will be the primary source of care and support. Pat works full-time as an inspector with the Ohio Department of Agriculture, is recently widowed and a parent to two children ages 8 and 14.

Discussion:
What issues will Pat deal with from a professional, personal, emotional and financial perspective in order to provide care? Please discuss in your group.
Your Role as a Manager: Identifying agency-appropriate job interventions that can be applied

- Acknowledging the caregiver’s issues
- Understanding caregiver duties may impact flexible work hours
- Maintaining regular communication with your employees
- Exploring options and tools
- Documenting and defining job duties
- Providing cross-training

Contact your agency HR representative for additional assistance.

Implementing caregiving into your management style

Common ways to assist the working caregiver:
- Consider flexible scheduling options
- Explore alternative work locations
- Discuss applicable leave options
- Use of breaks or lunch at work to make phone calls related to caregiving (e.g., doctor’s appointments, etc.)

Acknowledge the needs of your working caregiver by:
- Recognizing the risk of burnout
- Respecting sensitive details shared by the employee
- Having difficult conversations
- Helping to map out their day
- Providing resources to the caregiver (e.g., educational events, EAP, Optum, Dependent Daycare Spending Account)

Contact your agency HR representative for additional assistance.

... But I still have an agency to run.

- ☑
- ☑

What are your concerns?

Contact your agency HR representative for additional assistance.
Group Activity: Balancing Work Responsibilities and Caregiving

Discussion:
Remember your employee Pat? As managers, how can you balance the needs of your agency while supporting the needs of Pat or other working caregivers?

Visit the New Website at das.ohio.gov/caregiver

Contact your agency HR representative for additional assistance.
Upcoming Educational Events

Basic Caregiver Benefits
Knowing When to Ask for Help
My Aging Parents: What Do I Need to Help Them Plan?
Dementia 101
Powerful Coping Tactics for The Caregiver
My Aging Parents: Maintaining Their Independence

Welcome to Today’s Event

What questions do you have at this time?
Sources

- das.ohio.gov/caregiver
- American Psychological Association “Who Are Family Caregivers?”
- Optum “Balancing Work and Caregiving”
- 2015 AARP Report “Caregiving in the U.S.”