



## Age-Smart Employer Awards Guidelines

2018

Many of us will work well past any traditional retirement age. Some of us work longer because we have more work we want to do, and some of us work longer because we must. How long people work into their late years is becoming increasingly individualized and less apt to conform to recent social norms. **Employers are taking an active role in the creation of workplaces that encourage different generations to work productively side-by-side. We want to celebrate those efforts!**

Older adults are an integral and growing part of our population. Their impact on the economy is large beyond just their purchasing power. Their knowledge and experiential assets as well as their capacity to model and mentor in an intergenerational workplace contribute to a richer work environment.

**The Inaugural Age-Smart Employer Awards is an initiative of the Age-Friendly Portland and Multnomah County Collaborative, sponsored by the City of Portland, and presented by Elders in Action and Venture Portland.**

Age-Smart Employer Awards celebrate employers that have policies and practices that benefit workers of all ages.

### I. Age-Smart Employer Self-Assessment

1. Do you have a workforce of at least 5 employees in Portland and at least 1 worker who is 50+?
2. Have you hired people with varied backgrounds or long careers in other fields?
3. Do employees mentor other employees? Do you cross train?
4. Do you offer benefits to your employees (paid time off, health insurance, retirement, professional development, etc.)?
5. Have you ever changed or shifted job responsibilities to better fit an employee's abilities or strengths?
6. Can employees dial-up or dial-down their work as life events happen?
7. Do your employees have a safe and healthy work space? Do you honor suggestions about how to improve the workplace?

8. Do you allow employees flexibility to transition their position (different role or full-time to part-time) or lighten their work load at retirement or temporary leave?
9. Can people who have retired return as consultants or work part-time? Can retirees contribute as volunteers?

## **II. Employer Eligibility**

**To apply for an Age-Smart Employer award, a business must:**

- Answer 'yes' to at least 5 of the Age-Smart Employer Self-Assessment questions (above).
- Have a Portland business license or Tax ID/Articles of Incorporation (for non-profits/public agencies).
- Have at least 5 employees.
- Have at least 1 employee who is 50+.
- Submit a complete award application by noon (12pm) on Tuesday, 7/31/18; late or incomplete applications will not be accepted.

*Elders in Action and Venture Portland must be properly recognized on any promotional materials, press releases, and public acknowledgement of the awards. Failure to do so will impact future award eligibility.*

## **III. Business Size\* Categories**

Applicants may apply\*\* for an award in one of the following categories:

- 5-19 Employees
- 20-49 Employees
- 50+ Employees

\*Business size is determined by number of individuals NOT number of FTEs.

\*\*Eligible applicants may apply for **EITHER** or **BOTH** the Age-Smart Employer Award or Age-Friendly Business Award.

### **Americans with Disabilities Act Certification/Statement of Non-Discrimination**

By submitting an application, the applicant agrees to comply in every way with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq, the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act and agrees not to discriminate on the basis of race, color, religion, (creed), gender, gender identity, gender expression, age, national or ethnic origin (ancestry), disability, marital status, sexual orientation, military or veteran status, genetic information, income, political affiliation, or any other status protected by federal, state, or local law in any of its activities or operations.

### **Statement of Equity**

The Age Smart Employer Award embraces the letter and spirit of federal civil rights laws, including the Civil Rights Act (CRA) and the Americans with Disabilities Act (ADA). The Age Smart Employer Awards is guided by the principles of Title VI of the CRA and Title II of the ADA, which promote fairness and equity in the programs,

services and activities of businesses and organizations, including the opportunity for participation. Identifying disparities to close the gaps, delivering equitable public services and engaging meaningfully with the community are all critical components of complying with federal civil rights law.

#### IV. Application Checklist

Incomplete or late applications will not be accepted. The following items must be submitted:

- Application Checklist
- Cover Letter introducing your business or organization and briefly explaining why you are an Age-Smart Employer
- Award Application – two sections including signature and narrative
- Supporting Documents (if applicable)

**Due Date:** Applications received by noon (12pm) on 7/31/18 will be reviewed to ensure completion and accepted by staff. Applications must be submitted electronically via email to [AF Awards@eldersinaction.org](mailto:AF Awards@eldersinaction.org). Incomplete or late applications will not be accepted.

#### V. Age-Smart Business Awards Timeline

- 4/29/18 – Award Applications Released
- 7/31/18 – Award Applications Due at Noon (12pm)
- 10/1/18 – Awards Announced
- 10/31/18 – Awards Ceremony at Portland City Hall

Questions? Contact Shāna Pittman-Frank at 503.595.7590 or [AF Awards@eldersinaction.org](mailto:AF Awards@eldersinaction.org). Download award applications at [agefriendlyportland.org/business-awards](http://agefriendlyportland.org/business-awards).

