Appendix B

Survey Items

Ten items were presented to respondents assessing their perceptions of interference between work and non-work life. Items were developed by Netemeyer, Boles, and McMurrian (1996). Items 1 through 5 measure work interfering with family and items 6 through 10 measure family interfering with work. Respondents indicated their agreement with each item using a 5-point response scale of strongly disagree (1) to strongly agree (5). Internal consistency reliability for the work interfering with family scale was .94 and for the family interfering with work scale was .89.

1. The demands of my work interfere with my home and family life.
2. The amount of time my job takes up makes it difficult to fulfill family responsibilities.
3. Things I want to do at home do not get done because of demands my job puts on me.
4. My job produces strain that makes it difficult to fulfill family duties.
5. Due to work-related duties, I have to make changes to my plans for family activities.
6. The demands of my family or spouse/partner interfere with work-related activities.
7. I have to put off doing things at work because of demands on my time at home.
8. Things I want to do at work do not get done because of the demands of my family or spouse/partner.
9. My home life interferes with my responsibilities at work such as getting to work on time, accomplishing daily tasks, and working overtime.
10. Family-related strain interferes with my ability to perform job-related duties.

Three categories of benefits and services were presented to respondents. Respondents indicated the importance of each benefit and service to the University community using a 5-point scale of Not at all important to the University community (1) to Very important to the University community (5). If the respondent marked 4 (Quite important to the University community) or 5 (Very important to the University community), respondents were asked to indicate if they would use the benefit or service by marking Yes or No.

Category 1: Work and Scheduling Items

1. Variable starting/ending hours (For example, working 6:00 am to 3:00 pm, 7:00 am to 4:00 pm, 9:00 am to 6:00 pm)
2. Compressed work week (For example, working 4 ten hour days OR 80 hours in 9 days with every other Friday off)
3. Reduced work week with reduced benefits (Working more than 34 hours and less than 40 hours per weeks)
4. Part-time work week with reduced benefits (Working less than 35 hours per week, for example, 5 five hour days or 2-1/2 full days)
5. Temporary reduced faculty appointment with reduced benefits for personal reasons (Working less than a full-time appointment for a set period of time. For example, to spend more time at home)
with young children, as a short-term transition from maternity leave, or to care for an injured or ill family member)

6. **Job sharing with reduced benefits** (An arrangement in which two people agree to do the work of one job with reduced benefits, for example, 2-1/2 days per person.)

7. **Split faculty position** (A single faculty position is divided into two independent half-time positions. Each half-position has a separate contract to do half the teaching, research, and service. Each is eligible for tenure and promotion independently)

8. **Shared faculty position** (A single faculty position is shared by two individuals. Each has half of the duties of a full-time position. The one position is considered for tenure. Either both get tenure or both do not. One contract covers both individuals)

9. **Telecommuting/work at home.** (Alternative work options where work is conducted at an off-site location, usually at home)

10. **Sabbatical leave for faculty**

11. **Sabbatical leave for staff**

12. **Paid leave for training, degree completion, professional development, or other educational leave.**

13. **Tenure-clock extension** (typically, one year to two years to accommodate family care issues or for a medical condition)

14. **Flexible tenure probationary period** (A flexible time frame of up to 10 years with reviews at set intervals for faculty who may need additional time to prepare for tenure because of unanticipated professional or personal circumstances)

15. **Option to donate paid sick or vacation days to others for catastrophic personal/family emergencies**

16. **Compensatory time** (For non-exempt employees, paid time off in lieu of overtime pay)

17. **Paid time off bank** (Time off given without regard to purpose. Typically, a bank of days from which employees can draw. Employees are credited with a bank of days for time off. No designation is made between vacation days, personal days, or sick days)

18. **Modified duties** (change in job responsibilities for set period of time, without reduction in pay following the arrival of a new child, caring for ill, caring for elderly)

19. **Short-term disability coverage** (wage replacement to individuals who experience wage loss due to a disability, typically for less than one year)

20. **Phase-back from leave of absence** (Working part-time or reduced hours for a set period of time after a leave of absence with reduced benefits)

21. **Phase-in to retirement** (Working part-time or reduced hours for a set period of time when transitioning to retirement with reduced benefits. Faculty may continue to teach and/or conduct research, part-time, for a set period)

**Category 2: Home and Family**

1. **Paid parental leave** (maternal leave, paternal leave, parental adoption leave)
2. **Leave in excess of the Family and Medical Leave Act (FMLA)** (Allow extended unpaid leave, beyond the 12 weeks mandated by FMLA, in order to care for children or other family members or to receive personal health care)

3. **Adoption costs reimbursement** (reimbursement of medical, legal, and travel costs related to adoption)

4. **Drop-in childcare on campus** (hourly, daily; affordable childcare for school holidays, inclement weather childcare, sick childcare, after school care, summer childcare, back-up childcare)

5. **Childcare financial assistance** (For example, trade unused benefits for childcare vouchers)

6. **Childcare information resource and referral**

7. **Breastfeeding support programs** (For example, on-campus private lactation rooms, child visits for breastfeeding)

8. **Eldercare/Adultcare information resource and referral** (For example, assistance in finding a physician to care for an aging parent, adult daycare service, assisted living facilities, hospice care, skilled nursing facilities, and home health care)

9. **Dual career partner information resource and referral** (For example, job search resources for a spouse or partner of a new Missouri State University employee)

10. **Family/personal problems information resource and referral** (For example, seminars for family/personal problems, support groups for family/personal problems)

11. **After hours or weekends on-campus medical clinic for staff and their families**

12. **Housing information resource and referral** (For example, information regarding housing the area for new employees, database of off-campus rentals, information regarding available sabbatical housing, home loan program for faculty and staff)

**Category 3: Financial and Legal**

1. **Expanded options for credit course fee waiver** (For example, assignment of tuition waiver to grandchildren; banking unused tuition waiver to use in the future)

2. **Legal and financial information resources and referral** (For example, debt counseling, legal assistance, legal referral)

**Open-ended item**

One open-ended item was presented that asked “Please tell us about other programs or benefits that would help you balance your work and personal life.”

**Demographic Information**

Respondents were asked to respond to the following demographic information.
The following demographic information was prefilled from respondents’ employment records. Respondents were given the option not to respond to an item by marking an option labeled “Do not respond.”

5. Are you tenured or tenure-track?
   - Yes
   - No

6. What is your employment classification?
   - Exempt
   - Nonexempt

7. What is your job category?
   - Executive/Administrative/Managerial
   - Faculty
   - Support professional
   - Technical
   - Secretarial and clerical support
   - Skilled crafts and trade
   - Service
   - Other

8. Are you a full-time or part-time employee?
   - Full-time
   - Part-time

9. How many years have you worked at Missouri State University?
   - Less than 1 year
   - 1 to 5 years
   - 6 to 10 years
   - 11 to 15 years
   - 16 to 20 years
   - More than 20 years
10. **What is your gender?**
   - [ ] Male
   - [ ] Female

11. **What is your monthly salary?**
   - [ ] Less than $25,000
   - [ ] $25,001 - $35,000
   - [ ] $35,001 - $45,000
   - [ ] $45,001 - $55,000
   - [ ] $55,001 - $65,000
   - [ ] $65,001 - $75,000
   - [ ] $75,001 - $100,000
   - [ ] More than $100,000

12. **What is your age?**
   - [ ] 18-21
   - [ ] 22-24
   - [ ] 25-29
   - [ ] 30-39
   - [ ] 40-49
   - [ ] 50-59
   - [ ] 60 or older

The last item asked respondents if they would be willing to participate in a focus group discussion on balancing work and family. If they respondent marked “Yes,” they were instructed to enter information where they could be contacted. This information was not stored with their survey responses.