



**SUBJECT: CHILDREN IN THE WORKPLACE**

**DATE: February 2007**

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## **I. PURPOSE / DESCRIPTION**

All University employees, including faculty, staff, and students, may occasionally experience the need to bring children to the workplace. The following guidelines are established to clarify the university practice regarding such situations.

Employees who are responsible for the care of minor children are expected to arrange childcare away from the work site. The University does not condone bringing children into the workplace, except as provided below. The University accepts no liability for the actions of children on campus; the parents or custodians assume all such liability. Bringing children into the workplace creates a distraction, both for the parent or custodian and for other employees, impeding the performance of University duties. The immediate manager or supervisor will counsel or warn employees who bring children to work without proper authorization in advance.

## **II. EXCEPTIONS**

There are two exceptions to the exclusion of children in the workplace — specific campus events and specific individual instances.

### **A. Specific Campus Events**

The University does announce in advance specific dates and events, such as Take Our Daughters & Sons to Work Day, when University employees are welcome to bring children to campus, in accordance with well-established guidelines. The campus is notified of such events and information concerning liability is provided if applicable.

### **B. Individual Instances**

Exceptions for specific, individual employee instances are quite rare. If an employee needs to bring a child to the workplace on a particular occasion, he/she must obtain approval in advance from the immediate manager or supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

1. The employee's need to bring the child to campus is urgent, compelling, not recurring, and of short duration (no longer than half a day).
2. The only alternative to bringing the child to campus is the employee's absence from work.
3. The University derives a clearly identifiable benefit from the employee being at work at that particular time (e.g., meeting a deadline).



4. Arrangements for the safety and supervision of the child are satisfactory to the manager or supervisor.
5. The manager or supervisor believes that distractions for the parent or custodian and distractions for other employees are minimal.

If approval is granted for an exception, but the manager or supervisor determines that one or more of conditions 3, 4, or 5 listed above ceases to be the case, the employee will be directed to leave the workplace. Upon return to work, the employee must report the absence. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate manager or supervisor will determine the appropriate accrual or leave to be used for the time off (e.g. family sick leave, leave without pay, vacation time, etc.).