



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Other Important Information and Procedures

Number: 3050

Subject: Children in the Work Place

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Applies To: Campus employees

Revised:

Sources:

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Purpose

To provide guidelines for the presence of children in the work place for other than official University activities involving children.

Policy

Employees with dependent children are expected to make regular arrangements for proper care of their children while at work.

The University must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, and legal liability as well as, sudden emergencies, posted by the presence of children in the work place. Therefore, University employees are prohibited from bringing children on campus during work hours.

Supervisors may grant permission for a temporary, unforeseen emergency, but no parent can have a child in the work place without the supervisor's permission or use the work place as a alternative to childcare for any other purpose.

If bringing a child to work with the employee is unavoidable, the employee must obtain permission from his/her supervisor to have the child accompany the employee while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-worker's work. When authorized, the accompanying adult must supervise the child at all times.

Supervisors may direct an employee to remove a child from the work place. No child must be left unaccompanied by an adult in the work place, and an employee who brings a child to the work place and leaves him or her unattended in an office, room, hall, lounge, restroom, lunch or elsewhere will be subject to discipline, up to and including dismissal.

No minor may be allowed in an area that is potentially hazardous (i.e. where hazardous equipment, human derived materials, radioactive materials, etc. are located): such prohibited areas include workshops and laboratories, areas where chemicals are stored, and plant rooms.

Children exhibiting symptoms of potentially contagious illnesses should not be brought to the work place.

Institutional computers are University property and vital equipment, intended for use only by employees and in the course and scope of assigned duties. Computers are not to be used as a toy or entertainment for visiting children.

The University does not accept any liability for injuries to children who are on campus in violation of this policy.