

CHILDREN IN THE WORKPLACE POLICY

Overview

The University strives to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. This Policy sets forth guidelines to help promote its mission and ensure the health and safety of its faculty, staff, students and visitors, as well as create a “family friendly” culture.

For purposes of this Policy, a child is defined as a person below the age of eighteen (18).

Policy

An employee may bring a child to the workplace, or be visited by a child in the workplace, during work hours for a brief period of time as necessary and appropriate, subject to the following terms and conditions. It is not appropriate to bring a child to the workplace on a recurrent basis during school breaks, closures, or before/after school care, or due to the lack of child care. **The employee is solely responsible for the behavior and safety of the child, and is financially responsible for any damages the child may cause.** The University does not accept any liability for any injuries to the child.

- Each visit must be pre-approved in advance by the employee’s Department Head. The Department Head has the discretion to approve or reject the request in their discretion. The Department Head also has the right to withdraw permission at any time, or terminate early any visit.
- In general, visits should be no longer than two hours, should not be on consecutive days, and should not involve more than one child at a time.
- The employee must sign in/obtain a pass for the child as with any other visitor, and children are subject to the same policies as other visitors.
- The employee must supervise and accompany the child at all times (including escorting them to the bathroom and cafeterias), and may not expect others to assist them.
- The employee must ensure that the child’s presence does not disrupt others or interfere with regular operations, and that no one is inconvenienced by the child’s presence.
- The employee must ensure that the child stays exclusively in their office or workplace. Children may not attend University meetings or events, unless open to the public.
- In no event are children permitted in a lab, art studio, shop facility, kitchen or food preparation area, gym or fitness facility, or any potentially hazardous area. Children are not permitted in University vehicles.
- In no event are children permitted in classrooms, or otherwise permitted to attend classes, seminars, lectures or meetings with students.
- University equipment, including computers and exercise equipment, are not to be used by children.
- Children may not have access to any proprietary or confidential information of the University (e.g., student records, and medical records).
- Children who are sick (or are otherwise prevented from attending day care or school due to illness or exposure to an infectious disease) should not be brought to the workplace under any circumstances.