

SECTION: Human Resources

NUMBER: A-001-01-0021

AREA: General

UPDATED: 03/23/2022

SUBJECT: Children in the Workplace

REVIEWED: 12/13/2022

I. PURPOSE

The presence of children in the workplace with the employee parent during the employee’s workday should be avoided except in emergency situations. This policy is established to prevent disruptions in job duties of the employee and co-worker, reduce property liability, and help maintain the college’s professional work environment.

II. POLICY

A. If bringing a child to work with the employee is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors 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 disruptions to the employee’s and co-workers. Consideration will not be given to allowing a child with an illness to come to work with the employee.

B. If a child is brought to the workplace due to a special circumstance, it will be the responsibility of the parent to provide direct supervision of the child/children at all times.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees