

<b>Section:</b>	Human Resource Policies
<b>Policy Name:</b>	Children in the Workplace Policy
<b>Policy Manager/ Responsible University Office:</b>	Senior Associate Vice President for Human Resources
<b>Responsible University Office:</b>	Human Resources Office
<b>Supervisory Cabinet Officer:</b>	Vice President for University Affairs
<b>Origination Date:</b>	June 2, 2019

## **I. SCOPE OF POLICY**

This policy outlines the circumstances under which it is appropriate to bring children into the workplace, provides guidance on practices to ensure the safety of visiting children at all times, while avoiding disruptions to the working environment.

## **II. POLICY STATEMENT**

AUC recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific events, or childcare emergencies. However, employees should not bring to the workplace children who are unable to attend their normal childcare arrangements due to illness. Employees may not bring children to the workplace for extended periods, or on a repeated basis, in lieu of regular private childcare arrangements, nor leave them unattended at any time.

## **IV. POLICY STANDARDS AND PROCEDURES**

A. The University understands that in an emergency situation, an employee may judge it necessary to bring his or her child into the workplace. Under such circumstance, the employee must contact his or her supervisor in advance or as soon as practicable to discuss the situation and obtain written permission to have the child accompany him or her while working. Factors to be considered by the supervisor for granting permission are:

1. the age of the child;
2. the supervisory needs of the child;
3. how long the child will be present;
4. work environment of the employee (e.g. location, scheduled events, etc.); and
5. any possible disruption to the employee and co-workers' work.

B. If approval to bring a child to the workplace is granted, employee must take full responsibility for the child and adhere to these guidelines to ensure the safety of the child and to limit disruption to colleagues:

1. the employee must supervise and accompany his or her child at all times while on the campus;
2. if the employee must leave the child at any time, he or she must arrange alternative supervision for that period;
3. the child must not use any of the University equipment or resources; and
4. the employee must minimize disruption to co-workers.

C. Any employee who violates this policy may be subject to disciplinary action. Any injury or harm to a child resulting from an employee's violation of this policy will be the sole responsibility of the employee.