

CHILDREN AT WORK**REASON FOR POLICY**

To provide guidelines for the presence of children in the workplace while addressing concerns regarding safety and providing a work environment that minimizes disturbances and distractions.

DEFINITIONS

“Children” as referenced in this policy includes those age 14 and under.

POLICY STATEMENT

- A. The College recognizes the need to assist employees with the balance between family and work commitments. However, the College is also responsible for both ensuring the safety of all employees, students, and visitors (including children) at work, and for minimizing situations which could potentially disrupt or distract our employees. Thus, the College does not endorse employees bringing children to work.
- B. If bringing a child to work with the employee is unavoidable, supervisors may grant permission for a temporary, unforeseen emergency. However, no employee may use the workplace as an alternative to childcare. This exception may only be considered if the child does not have symptoms of a potentially contagious illness. An exception, if granted, may be revoked at any time.
- C. No child may be left unattended in an office, room, hall, lounge, restroom, Library or elsewhere on college property.
- D. Children are not allowed in areas that are considered dangerous (for example near heavy or dangerous equipment or substances).
- E. Children may be brought to the workplace in observance of Take Our Daughters and Sons to Work Day, celebrated every fourth Thursday in April, so long as it does not violate any of the provisions stated in this policy.
- F. This policy does not affect the attendance of children at Camp College, Kelsey Theater events, or from participation in any other event or program open to the general public.

Approval:

Board of Trustees
November 20, 2008