

UAM OPERATING PROCEDURE 295.1
RE: Children/Dependents in the Workplace

July 14, 2009

Revised: July 1, 2011

It is the expectation of the University that children will not be brought into the workplace. Adherence to this expectation will minimize job performance interference, contribute to the University's appearance of professionalism, reduce personal and property liability, and protect the welfare and safety of employees and their children.

For the purposes of this policy: A child is defined as a person under the age of 16 who is in the legal custody of an employee of the University. A parent is defined as a part-time or full-time employee serving as a mother, father, or legal guardian of a minor.

The workplace may not be used as an alternative for regular child care. When child care arrangements breakdown, an employee should seek alternatives to bringing children to the workplace. In the event of an emergency, children may be brought into the workplace for a limited time to allow the parent to make alternative care arrangements. This type of emergency will need to have approval from the supervising Vice Chancellor.

Children brought to the workplace are not covered by worker's compensation. Thus, when bringing children to the workplace the following requirements apply:

- Children are prohibited from entering hazardous areas or areas that pose danger. Examples of such include, but are not limited to: Laboratories, kitchens, workshops, and data/file storage areas.
- The employee who brought the child to the workplace is responsible for keeping the child within his/her "sight and sound" at all times. The employee may not ask another employee or student to supervise the child.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child, other employees, or students.
- Children should refrain from using state equipment, especially computers, phones, and motorized vehicles.
- The employee's supervisor may direct the employee to remove any child from the workplace at any time if the supervisor determines that this policy has been violated or if any child's presence negatively impacts University interests.

Situations may arise after routine work hours or on weekends which necessitate an employee bringing children to the workplace. Additionally, the University recognizes that children may visit employees for an incidental/brief visit or special occasion. In each case, the expectation remains that all visiting children will be accompanied by a supervising adult who will assume responsibility for the visiting children at all times.

This policy does not apply to participation in structured events that are advertised or announced as public functions. Participation in an organized, approved, educational, or entertaining event that permits children to observe and/or participate is acceptable.