

## 2476 – Presence of Children, Other Family Members, or Friends in the Workplace

The College values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the College encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation/~~personal~~ leave.

The College understands that brief and infrequent visits by children, ~~other family members, or friends~~ of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of ~~these individuals'~~ children during working hours is not allowed ~~because of for the following reasons:~~ the potential for interruption of work, health and safety issues, and/or liability to the ~~College~~ organization. ~~Due to this,~~ Therefore, ~~College employees and their supervisors are required to follow the following principles must be followed~~ outlined below regarding the presence of children in the workplace:

- At all times, ~~underage children, family members or friends remain the sole responsibility of the parent. Parents must be supervised accompany their children by the employee at all times and the employee will not ask any other employee or student to provide this supervision supervise the child.~~
- The brief presence of the child, ~~other family member or friend must not cannot~~ disrupt the work environment or negatively affect the productivity of the employee ~~who brought the child, other employees, or students.~~
- The employee's supervisor will ask the employee to ~~remove take~~ the child, ~~other family member or friend~~ from the workplace if the supervisor determines that health or safety risks are too great, the visit isn't brief, visits have been too frequent, or their ~~child's~~ presence is disruptive.
- Since visits are required to be ~~brief and~~ infrequent, bringing ~~underage children, other family members or friends into~~ the workplace on a recurrent basis during their school breaks, ~~or after school or when day care isn't available (due to illness or otherwise) is will not be allowed.~~
- ~~A child who has an illness that prevents him/her from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, cannot be brought to the workplace under any circumstances.~~
- ~~Brief or infrequent visits by children, other family members or friends is not allowed when an employee is actively engaged in the supervision of students on a college-related trip.~~

~~Acknowledgment: Barton County Community College gratefully acknowledges the permission of Kansas University to utilize this procedure.~~

(Based on policy 1470; revised and approved by President on )

