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' during working hours is not allowed because of the potential for interruption of work, health and safety issues, and/or liability to the College. Due to this, the following principles must be followed:

- At all times, underage children, family members or friends must be supervised by the employee and the employee will not ask any other employee or student to provide this supervision.

- The brief presence of the child, other family member or friend must not disrupt the work environment or negatively affect the productivity of the employee, other employees, or students.

- The employee's supervisor will ask the employee to remove 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 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 school breaks, after school or when day care isn't available (due to illness or otherwise) is not allowed.

- 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.

Contact: Director of Human Resources

Related Form(s)
- None

References
- None

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

Date: 10/27/08

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