

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: The Work Environment

Section Number: 4.11

Effective Date: 1/1/2020

SUBJECT: Children in the Workplace

Purpose:

Saint Joseph's College fosters a Community environment by welcoming Faculty and Staff (and their respective families), Students, volunteers, and visitors to engage in activities across the campus.

This policy provides provision for when the children of Faculty and Staff are on campus while their parent is working. It is important to balance the community environment with proper child supervision to ensure the safety of the child and others while on campus.

Applicable to:

Faculty and Staff

Policy:

Saint Joseph's College recognizes that many members of our campus community, in addition to their workplace obligations, have young children for whom they are primarily responsible. The College understands that, in spite of best efforts, it is sometimes impossible to secure adequate child care, particularly for school-aged children when schools are not in session. It may be irregularly and unavoidably necessary for employees to bring their children to campus and into their office.

Procedure:

In situations when the employee (faculty or staff) needs to be at work and their child(ren) will be onsite, the following process must be followed:

1. In such cases, the employee should get approval from their immediate manager/department chair/Dean for the presence of the child.
2. There are safety, health, and environmental concerns for children in the workplace. Some areas are inappropriate for non-employees of any age, but particularly for children. In the more industrial areas (laboratories, facilities, kitchens, etc.) on campus, there are many imminent dangers for children and a great potential for accidents and incidents in which children either harm themselves or create hazards for others. The presence of children may be prohibited in certain areas by the appropriate supervisor.

3. Parents should plan accordingly for the care of their children on days when children may be sick, on snow days, during school holidays, or other occasions. Parents must have viable child care or caretaking arrangements. Bringing your child to work should not be considered a substitute for those arrangements.
4. Supervisors may place restrictions on the presence of children in their workspaces consistent with the work being performed and the demands of that work area.
5. The parent must be aware that he or she assumes full responsibility for the wellbeing of the child, the adequate completion of his or her professional duties, and maintaining a work environment that causes little distraction for their professional colleagues.

In the instance when alternative childcare arrangements cannot be made, Staff may request from their supervisor to take an earned time day. If the Staff member does not have accrued, unused earned time to use, they may take the time away from work as unpaid.