

POLICY AND PROCEDURE

CHILDREN IN THE WORKPLACE

6025

PURPOSE:

All employees may occasionally experience the need to bring children to the workplace. The following guidelines are established to clarify Bullhook Community Health Center, Inc. practice regarding such situations.

Employees who are responsible for the care of minor children are expected to arrange childcare away from the workplace. BCHC does not condone bringing children into the workplace, except as provided below. BCHC accepts no liability for the actions of children on site; the parents or custodians assume all such liability. Bringing children into the workplace creates a distraction, both for the parent or custodian and for other employees, impeding the performance of BCHC's duties. The immediate manager or supervisor will counsel or warn employees who bring children to work without proper authorization in advance.

EXCEPTIONS:

There are two exceptions to the exclusion of children in the workplace – specific events and specific individual instances.

A. Specific Events

BCHC does announce in advance specific dates and events, such as Take Our Daughters & Sons to Work Day, when employees are welcome to bring children to work, in accordance with well-established guidelines. BCHC is notified of such events and information concerning liability is provided if applicable.

B. Individual Instances

Exceptions for specific, individual employee instances are quite rare. If an employee needs to bring a child to the workplace on a particular occasion, he/she must obtain approval in advance from the immediate manager or supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

1. The employee's need to bring the child to work is urgent, compelling, not recurring and of short duration (no longer than half a day).
2. The only alternative to bringing the child to work is the employee's absence from work.
3. BCHC derives a clearly identifiable benefit from the employee being at work at that particular time (e.g., meeting a deadline).
4. Arrangements for the safety and supervision of the child are satisfactory to the manager or supervisor.

If approval is granted for an exception, but the manager or supervisor determines that one or more of conditions 3, 4, or 5 listed above ceases to be the case, the employee will be directed to leave the workplace. Upon return to work, the employee must report the absence. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate manager or supervisor will determine the appropriate accrual or leave to be used for the time off (e.g., family sick leave, leave without pay, vacation time, etc.).

SICK CHILDREN

A child who has an illness that prevents him or her from being accepted by a regular day care provider, particularly a child with infectious disease, may not be brought to the workplace under any circumstances.

WHEN CHILDREN ARE BROUGHT TO THE WORKPLACE

The employee who brought the child to the workplace is responsible for keeping the child within his or her "sight and sound" at all times. The employee may not ask any other employee to supervise the child.



CHIEF EXECUTIVE OFFICER

Date: _____



CHAIR, BOARD OF DIRECTORS

Date: 4/3/12

Date: _____
Approved – Policy/Compliance Committee

Date: 9/28/2011
Approved - Board of Directors