

CLARK ATLANTA UNIVERSITY

Policy 9.6.1: Children in the Workplace



CLARK ATLANTA UNIVERSITY		
Policy 9.6.1 Children in the Workplace	Subject: Children in the Workplace	
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1.0 Policy Statement

Clark Atlanta University values family life and has worked to develop employment policies and benefits that are supportive of families. While we seek to provide an environment open to work and family issues, the University cannot allow the continued or reoccurring presence of children [defined as persons below the age of eighteen (18) years old] in the workplace for the following reasons:

- (1) Health and safety concerns of the children and of employees if children are ill or contagious
- (2) The potential for interruption of work
- (3) Liability to the University

The purpose of this policy is to establish criteria to govern unique circumstances that permit children to visit their parents or other relatives who work at the University while still protecting their welfare and safety, and promoting an environment in which faculty staff and students remain productive and reducing potential risk for the University.

2.0 Policy Narrative

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, we encourage departments to cooperate with employees who wish to meet family responsibilities by using breaks, lunch hours, flexible work schedules and adjusted work hours or leave benefits to meet these obligations. However, the University understands that brief (**no more than two hours**) and infrequent visits by children of employees or graduate fellows may occur for a variety of reasons. In these situations, the employee should get written permission (via e-mail) from the senior leader of the business unit (Assistant Vice President, Associate Vice President, Vice President, Senior Vice President, Executive Vice President) or his/her designee, prior to bringing the child to campus. When permission is granted, employees should follow the principles outlined below:

- At all times the child(ren) remain the sole responsibility of the parent. The parent must accompany their child(ren) at all times and must not ask any other employee or student to supervise the child(ren).
- The presence of the child(ren) cannot disrupt the work environment or negatively affect the productivity of the employee responsible for the child, other employees or students.
- The employee's supervisor may ask the employee to take the child(ren) from the workplace at any time if the supervisor determines that health or safety risks or the disruption are too great or that the child's presence is disruptive.
- Bringing children to the workplace on a recurrent basis during their school breaks or before/after school is not appropriate and is not permitted under this policy.
- A child who has an illness that prevents acceptance by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances.

3.0 Entities Affected by this Policy

All faculty, staff and graduate fellows

4.0 Definitions

Child is defined as anyone under the age of eighteen (18) years old.

Children may include natural children, adopted children, stepchildren, nieces, nephews, foster children, or children of friends or neighbors.