

## **UNIVERSITY POLICY**

### **Children in the Workplace**

#### **POLICY**

Slippery Rock University values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities. The University values family life as evidenced by the SRU SGA Preschool and Child Care Center, a nationally accredited, state licensed, non-profit center which is owned by the Slippery Rock Student Government Association as well as supporting institutional policies including the Parental Leave and Family and Medical Leave Act. However, the workplace should not be used in lieu of a childcare provider. The University believes it is inappropriate for minor children of employees to be in work areas during work hours for several reasons:

- Risk of harm to the children.
- The potential liability to the University.
- Decreased employee productivity due to distractions and disruptions.

It is the policy of the University that minor children of employees not be present at an employee's workplace (office, classroom, lab, shop area, etc.) in lieu of other childcare arrangements, during the employee's working hours.

**Exceptions: Limited exceptions to this policy may be permitted in emergency situations where there are no alternate solutions available to the employee. These exceptions require timely supervisor notification and approval. Bringing a child to the workplace is not an alternative solution for regular childcare.**

When possible, supervisors should be flexible in honoring an employee's request to leave the worksite to address childcare issues in emergency situations that arise unexpectedly. Where University operations and collective bargaining agreements allow, in emergency situations, the University encourages supervisors to work with employees by using breaks or lunch hours, adjusting work hours or using leave approved by supervisor.

In the event that a child of an employee must be in the workplace:

- Employees must notify the appropriate authority and request approval (supervisor, dean/manager) in a timely manner.
- The child is not permitted to be in the workplace more than two hours in one day.
- Employees are responsible for supervising their child at all times. The employee must not leave the child in the custody of other employees or students.
- Employees who bring their children to the workplace accept full responsibility for the safety of their children.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee, other employees and/or students.
- Children exhibiting any symptoms of illness or who have been excluded from school or child care for medical reasons are not permitted in the workplace.

**SANCTIONS**

Failure to abide by the terms of this policy may result in future requests being denied and/or disciplinary action being taken.

**SCOPE**

This policy applies to University faculty and staff.

**Policy Approval:**

March 9, 2022

**Policy Effective Date:**

March 9, 2022