



CHILDREN IN THE WORKPLACE POLICY

Centenary University values an atmosphere that fosters a balance between work and family responsibilities. Centenary University understands that there may be instances when children may be brought into the workplace. This policy is applicable to all Centenary University's faculty and staff who may consider bringing a child into the workplace.

Centenary University does not permit the presence of children in the workplace for the following reasons:

- In lieu of child care arrangements. Parents are responsible for childcare arrangements and planning alternatives for childcare. Parents may use vacation time when childcare issues arise or sick time if their child is sick.
- On a regular or sporadic basis such as but not limited to: before or after school/camp each day, on holidays when day care is not available or school is not in session, or when children are ill.

In the rare instance when there are no other alternatives, and a faculty or a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child's visit to the workplace should be kept to a minimum.

It is essential that parents provide close constant supervision of their children while they are in the workplace. In the unavoidable circumstance when a child is brought to the workplace, the following requirements apply:

- The employee who brought the child into 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 or student to supervise the child.
- The employee is responsible for all aspects of the child's behavior and safety. The employee is financially responsible for any damages caused by the child.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the work environment.
- The employee's supervisor may direct the employee to remove the child from the workplace at any time if the supervisor determines that the child's presence is having a negative impact on the work environment or the University's interest.

The presence of children, visitors or family members during work hours should be avoided except for lunchtime visits or a brief office visit. Exceptions may be granted for job shadowing, Bring Your Daughter or Son to Work Day, or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

Any employee that brings his/her child into the workplace without approval of his/her supervisor will be requested to leave and use available vacation, personal leave or leave without pay. Individuals that fail to cooperate shall be subject to appropriate disciplinary action.