

CHILDREN OF EMPLOYEES IN THE WORKPLACE

Employees should follow the guidelines listed below regarding bringing children to the workplace:

1. Bringing children to the workplace on an extended or recurrent basis, such as school breaks or after school, is not allowed.
2. A child who has an illness that may prevent him/her from being accepted by a day care provider or from attending school, particularly a child with an infectious disease, may not be brought to the workplace.
3. Accrued or unpaid leave time may be used to make emergency child care arrangements.
4. On rare occasions that the department director approves a child being with a parent in the workplace, during work hours, the child is the sole responsibility of the employee/parent. The parent must accompany the child at all times. The employee must not ask any other employee or person to supervise the child. The presence of the child cannot disrupt the work environment or negatively affect productivity of employees.
5. Children who have been approved to volunteer to attain community service hours must adhere to MCOE volunteer policies and regulations.

This Regulation does not apply to participation in a structured event where workplace families are invited and encouraged to participate. Employees are personally responsible for the behavior of their children when they are participating in an approved activity.

Adopted: 06/15/18