

## COLUMBUS STATE UNIVERSITY

Policy Name: Children in the Workplace  
Policy Owner:  
Responsible University Office: Office of Human Resources  
Approval Date:  
Effective Date:  
Revisions:  
Policy Number:  
Related Policies:

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### I. **GENERAL STATEMENT REGARDING POLICY**

Maintaining the safety and health of Columbus State University's employees, students, guests and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are children, diligence to guard against unsafe conditions and unpredictable behaviors must be heightened.

The workplace is typically not an appropriate place for children of employees. However, Columbus State University recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies.

### II. **PURPOSE AND SCOPE OF POLICY**

To establish a policy and guidelines for children in the workplace. This Policy applies to all faculty and staff at Columbus State University.

### III. **DEFINITIONS**

- A. **Child or children** – a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at Columbus State University.
- B. **Employee** - any employee who has responsibility for a child, as defined above, while in the workplace regardless of the employee's relationship to the child.
- C. **High risk area** - includes any area deemed high risk by the campus risk manager, or any area with: hazardous levels of radiation; hazardous chemicals or substances;

hazardous biological agents or vectors; or, hazardous equipment or processes.

Examples of areas with these characteristics include:

- i. laboratories (excluding those designed for research subjects who are minors);
- ii. machine shops, woodworking shops, or similar workshop areas;
- iii. mechanical rooms;
- iv. steam plants;
- v. construction areas;
- vi. maintenance garages;
- vii. animal care or animal research facilities;
- viii. food preparation areas;
- ix. fitness centers;
- x. high security areas; and
- xi. areas that are excluded for general employee or student access.

D. **Management** - includes supervisors, managers, department chairs, deans, provosts, or chancellors.

#### IV. **GENERAL POLICY GUIDELINES**

This policy addresses the factors to consider when allowing an employee to bring a child into the workplace. Circumstances in which employees want to bring children into the workplace generally fall into the following acceptable categories:

1. Brief visits (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers).
2. Specific campus events that are employer-sanctioned and at which attendance by children is encouraged (e.g. Take Your Child To Work Day).
3. In the event of an emergency.

Abuse of policy. Children are not to be brought to the workplace on a regular basis in lieu of childcare.

High risk areas. Children are not allowed in high risk areas, as defined in this policy, unless an exception has been agreed to by management of the area and the institutional risk or safety officer. Even children excluded from this policy, as stated above, are not allowed in high-risk areas, unless an exception exists.

Responsibilities. Generally, an employee who brings a child into the workplace shall not leave the child unsupervised. Employees are responsible for verifying with their manager the circumstances under which children are allowed in their specific workplace. If management allows the occasional workplace visit of children to the workplace, both the employee responsible for the child and workplace management

must accept certain responsibilities (listed below) to protect the welfare of the child and the integrity of the workplace.

An employee who brings a child to the workplace must:

- be the individual who primarily supervises and cares for the child while in the workplace;
- prevent any breach of confidential information;
- address with management any issues related to a child's infectious disease; and
- accept full responsibility for all aspects of the child's behavior, including: safety of the child, disruption to co-workers, unauthorized or inappropriate use of university resources, and any damage to property or injury to persons.

Management must:

determine that either hazards are not likely to exist, or that hazards can be controlled under the circumstances in which the child will be present;  
address potential issues of possible disruption to co-workers in the workplace;  
consider the extent to which the child's presence in the workplace poses a risk of breaching confidentiality of information in the workplace;  
consider the extent to which the child's presence is appropriate to the specific work being accomplished.  
consider the health of co-workers before an employee is allowed to bring a child with an infectious disease to the workplace.

Denial of permission. Notwithstanding the exceptions provided by this policy, management has the authority to deny the presence of children in the workplace. Management may revoke previously granted permission for the employee to bring the child to the workplace (e.g., the child's presence is later determined to be disruptive to the workplace).

Violations. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

## **E. RELATED BOARD OF REGENTS' POLICIES**