
COLUMBUS STATE UNIVERSITY

Policy Name: Children in the Workplace

Policy Owner: Director of Human Resources

Responsible University Office: Office of Human Resources

Effective Date: May 28, 2024

Related Policies: [BOR 6.9 Programs Serving Minors](#)

I. Policy Statement

Columbus State University values an atmosphere that supports a healthy balance between workplace and family obligations. It is understood that bringing children and others in your care to campus is sometimes a necessary part of being a parent, guardian, or caregiver. However, if there are health and safety concerns inherent within your work environment, it may not be appropriate to expose children or others in your care to those circumstances regularly. Therefore, the following are guidelines that should be followed when an employee brings a child or someone in their care to campus.

Note: This policy is separate from the [Protection of Minors Policy](#) which applies to any event, program or activity involving minor children that is sponsored by CSU, or by any third party using any University facilities.

II. Definitions

- Guest: Children (any person under 18 not enrolled as a student at CSU) and/or persons under the care of a CSU employee.

III. Policy

- Parents, guardians, and caregivers are responsible for all risks associated with

bringing guests to campus. CSU cannot assume responsibility for ensuring the safety of guests on campus.

- In rare instances where bringing a child to work is unavoidable, it is the responsibility of the parent, guardian, or caregiver to ensure that the child does not obstruct or disrupt the university's regular operations or working environment. This includes teaching, research, administrative duties, disciplinary actions, public service, or any other activities. Any disruptive behavior will be addressed in accordance with [USG Policy 6.8 Disruptive Behavior](#).
- Guests must abide by all safety rules and procedures required of faculty, staff, students, and visitors.
- Supervisors should make every reasonable effort to accommodate employees, including student employees, that are parents, guardians, and caregivers to support the employee's ability to continue working and meeting contractual demands. Faculty and staff should make every reasonable effort to accommodate students that are parents, guardians, and caregivers to continue fulfilling class obligations.
- When attending class remotely, reasonable accommodations include but are not limited to: turning off the camera during virtual meetings, not allowing the guest to be in camera view, and/or performing other caregiving tasks while on camera.
- Utilization of sick leave and qualification under the [Family Medical Leave Act](#) may apply to qualifying situations. where bringing guests is undesirable or not possible.

IV. Policy Questions

Questions about this policy may be addressed to the Office of Human Resources.

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