

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:21

DATE: March, 2006

REVISION/REVIEW DATES: Sept. 2007, Aug 2011, Nov 2014

SUBJECT: Children in the Workplace

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to address the presence of employee's children in the workplace in order to avoid disruptions in job duties, reduce personal and property liability, and help promote a safe and productive work and learning environment.

POLICY

The University values family life and encourages all employees to have a balance of work and family. However, bringing children to the workplace in lieu of other daycare or child care arrangements is not conducive to a productive work or study environment. Therefore, it is unacceptable to routinely bring children to the workplace.

Participation in an organized and approved educational or University event that permits children to observe and/or participate in University activities is acceptable. An incidental or brief visit by a child to a parents' workplace is acceptable.

The employee's supervisor, however, may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been violated, or that the child's presence negatively impacts the University interests.

RESPONSIBILITY

The Vice President for Finances and Administration is responsible for this policy.

EVALUATION

The policy will be evaluated on a biennial basis by the Chief Human Resources Officer.