



Approved By: Cabinet
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Category: Human Resources/Affirmative Action
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Workplace Visitor Policy

In recent years there has been an increase in the number of children being brought to work for extended periods of time. This practice decreases productivity for both the employee and co-workers and creates potential liability for the College, and risk of harm to the children. The College believes that it is inappropriate for minor children of employees to be in work areas during work hours for the above reasons.

The College values family life and has worked to develop employment policies and benefits that are supportive of families. While the College seeks to focus on providing an environment open to work and family issues, we also believe that the workplace should not be used in lieu of a childcare provider. It is the faculty or staff member's responsibility to arrange day care services while they are scheduled to work. There is a facility operated by Arc in the Holcomb building or you may wish to find a location closer to your home. The Trustee's Policies and Contract Agreements provide for the use of up to 15 days per year of sick leave for an ill family member or to attend children's medical appointments. Appointments should be scheduled to minimize your absence from work.

It is the policy of the College that minor children of employees not be present at an employee's workplace--for example, office, classroom or shop area--in lieu of other child care arrangements during the employee's work hours. Short-term exceptions will be permitted for true emergency situations or for short periods of time prior to or after medical appointments. Children may also be on campus when the purpose of their visit is to attend classes or cultural and sporting events.

The routine or extended presence of friends and adult family members of College employees is also not permitted. This prohibition extends to visits by off-duty employees of the College. These occurrences at the work site create the potential for injury to the visitor and significant liability to the College as well as adversely affecting work efficiency of employees.

Procedure

Supervisors are expected to enforce the above policy.