Allegany College of Maryland

CHILDREN IN THE WORKPLACE POLICY

Adopted date 2013
Revised Date (if applicable)2020
Approved by Board of Trustees 06/17/2023
Implementation Date 6/2013
Type of Policy- Operational

BACKGROUND AND PURPOSE

The College values family and work/life balance and its employment policies and benefits are indicative of those beliefs. However, the College must consider issues of safety, confidentiality, disruption to operations and to employees, as well as legal liability issues that are presented by the presence of children in the workplace; therefore, it is generally inappropriate for minor children and other minor relatives of employees to be in the workplace during working hours.

POLICY

I. SCOPE OF THE POLICY

All Employees of Allegany college of Maryland.

II. POLICY

The College values family and work/life balance and its employment policies and benefits are indicative of those beliefs. However, the College must consider issues of safety, confidentiality, disruption to operations and to employees, as well as legal liability issues that are presented by the presence of children in the workplace; therefore, it is generally inappropriate for minor children and other minor relatives of employees to be in the workplace during working hours.

As necessary, supervisors may grant permission for a child to be in the workplace for a temporary, unforeseen emergency; however, no employee may have a child in the workplace without the supervisor's permission or use the workplace as an alternative to child care. An incidental and brief visit by a child to a parent's workplace is acceptable.
If bringing a child to work with the employee is unavoidable, the employee must obtain permission from his/her supervisor to have the child accompany the employee while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-worker's work.

When authorized, an employee who brings a child to the workplace is responsible for keeping the child within his or her "sight and sound" at all times. The employee may not ask any other employee or student to supervise the child. No minor may be allowed in an area that is potentially hazardous, i.e. where hazardous equipment, human derived materials, radioactive materials, etc. are located. Such prohibited areas include workshops and laboratories, areas where chemicals are stored, and plant rooms. An employee who brings a child to the workplace is responsible for all aspects of the child's behavior, is responsible for the child's safety and is financially responsible for any damages caused by the child.

Institutional computers are College property and vital equipment, intended for use only by employees and in the course and scope of assigned duties. Computers are not to be used as a toy or entertainment for visiting children.

Children exhibiting symptoms of potentially contagious illnesses should not be brought to the workplace. Supervisors may direct an employee to remove a child from the workplace if the child exhibits symptoms of illness or for any behavioral or other potential risk issues.

Exceptions to this policy are permitted under extenuating circumstances and with written approval from the Vice-President of the employee's department. This policy does not apply to approved College programs that involve children in education or activities.

III. ADMINISTRATION OF POLICY

The Human Resources Office is responsible for implementation, administration, and oversight of this policy. Questions can be directed to the Human Resources Office.

IV. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.