I. POLICY

Adams State University (ASU) values its employees and students and recognizes the importance that families fulfill in the lives of employees. ASU also has an obligation to its student, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For reasons that include safety of children, and assuring professional and efficient performance of campus operations, the University cannot routinely accommodate children in campus workplaces. The following guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the workplace. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children on the campus and in the workplace.

II. DEFINITIONS

A. Child, Children or Non-Student, Minor Child: a minor child who is not enrolled in classes at ASU.
B. Parent: any employee who has responsibility for a non-student, minor child while in the workplace, regardless of the employee’s relationship to the child.

III. PROCEDURES

A. In general, the University cannot routinely accommodate children in campus workplaces. The workplace is not an appropriate place for children to be present on a frequent or continuing basis.
B. Exceptions to this general rule include:
   a. Minors who are enrolled as students at ASU.
   b. Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
   c. Workplace assignments in which one of the conditions of the employment is residency in a campus facility, e.g., live-in resident hall director.
   d. Brief visits, e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers, provided the employee supervises the child(ren) at all times during the visit.
   e. Special occasions that are employer-sanctioned and at which attendance by children is encouraged. Special occasions should be coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in section C below. The employee’s schedule for the special occasion should take the child’s presence into consideration.
   f. Visits coordinated with and approved by the employee’s supervisor after considering and satisfactorily addressing the factors set forth in section C below. Children may be brought to the workplace by parent employees for brief visits or other exceptional times when common sense would dictate that it is more efficient for the employee to bring the child into the workplace (e.g., following or before a physician’s appointment). The parent employee must supervise the child(ren) on such visits and ensure that the child(ren) is not disruptive to the parent employee or other employees in the workplace. It is not
appropriate for non-student, minor children of any age to be in the workplace on a regular basis, including after school each school day or on regularly scheduled school holidays.

b. In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the workplace for brief periods of time provided the parent obtains the immediate supervisor’s prior approval. Such arrangements are only to be temporary in nature and may be granted only in circumstances where the employee and supervisor have considered and satisfactorily addressed the factors set forth in section C below. When authorized, the parent employee must supervise the child(ren) at all times and should not leave such child(ren) in the custody of another University employee or student, even for brief periods of time.

C. The exceptional circumstances under which children may be brought into a particular workplace setting should be established in a discussion between the employee and supervisor taking into account the following factors:

a. Whether the parent is willing to accept full responsibility for the child’s safety and for any damage to property or injury to persons that is caused by the child’s presence.

b. When considering the presence of children on campus, the extent to which the child’s presence in the workplace creates a potential danger to the child or exposes the department and the University to liability must be considered. Safety is a primary concern for parents, supervisors and the University.

c. The extent to which the child’s presence in the workplace poses a risk of breach of confidentiality with respect to information in the workplace.

d. The extent to which the child’s presence in the workplace disrupts or has the potential to disrupt the work environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace.

e. Whether the parent agrees to assume responsibility for the child at all times and to ensure that the child’s presence does not disrupt his or her work or interfere with the workplace activities.

f. Whether the parent agrees to supervise the child at all times and agrees that he or she will not leave the child with another employee.

g. Such other factors as the supervisor deems appropriate.

D. The above-exceptions are not applicable to, and non-student, minor children are not permitted as visitors in, work areas where safety and/or confidentiality factors exist. Examples of such high-risk safety areas generally include, but are not limited to:

a. Shops, mechanical rooms, or confined spaces.

b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment.

c. Areas with excessive noise, temperatures, inadequate ventilation or pollutants.

d. University vehicles, heavy duty or other motorized equipment.

e. Any other high-risk areas (rooftops, construction zones, etc.);

f. Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.

E. Violations of this policy should be brought to the attention of the employee’s supervisor and/or Human Resources.

IV. AUTHORITY

ASU Trustee Policy manual section 3.5 – Presidential Authority over Certain Personnel Matters.