

# Children in the Workplace

**Original Implementation:** July 23, 2019

**Last Revision:** None

## Purpose

The purpose of this policy, which applies to all Stephen F. Austin State University (SFA) employees, is to support the university's commitment to fostering a healthy balance between workplace obligations and family. The university welcomes young children and families to the campus while at the same time providing guidelines to protect the safety of children in the workplace and to maintain a professional workplace environment.

This policy is not intended to apply to situations including, but not limited to, children utilizing facilities that are open to the public and whose age is appropriate for them to be unsupervised; children attending special occasions that are employer-sponsored, scheduled during the regular work day and where attendance by children is encouraged; or children accompanying a parent or guardian during hours other than the official university hours as defined by university policy.

## Definitions

**Minor child** is defined as any individual under the age of 13.

**Caregiver** is defined as a family member or friend who looks after a minor child in the stead of a parent.

## General

SFA understands that visits by children in the care of its employees occur for a variety of reasons, however, the following principles apply:

1. Minor children remain the sole responsibility of the SFA employee that is the child's parent or caregiver including the supervision of the child while the child is on campus. No other SFA employee should be asked or expected to supervise a child while the employee is on university time.
2. The presence of the minor child cannot disrupt the workplace.
3. Minor children not participating in SFA sponsored activities are prohibited from areas where significant potential safety hazards or liabilities exist and where strict safety precautions are required. These areas might include, but are not limited to, storage rooms, equipment rooms, and certain athletic facilities such as training rooms, courts, fountains, swimming pools, playing fields, and laboratories.
4. Employees may not bring minor children to campus as a substitute for regular childcare.

## **Failure to Comply**

The employee's supervisor may ask the employee to remove the minor child from the workplace. Continuous failure to comply with this policy could result in disciplinary action up to and including termination of employment. Disciplinary action will be in accordance with Policy 7.11, Faculty Code of Conduct, or Policy 11.4, Discipline and Discharge.

**Cross Reference:** Faculty Code of Conduct (7.11); Discipline and Discharge (11.4); Working Hours and Holidays (12.24)

**Responsible for Implementation:** Vice President of Finance and Administration

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs