



Children in the Workplace

Purpose

The purpose of this policy 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.

To ensure the safety of children and to maintain consistent high-quality service to our community, this policy outlines the circumstances under which it may be appropriate for employees to bring children to campus during working hours when the children are not participating in a SFA sponsored child-care, educational, or research program.

Persons Affected

This policy applies to all SFA employees including student positions.

Definitions

Minor child: Any individual under the age of 13.

Caregiver: A family member or friend who looks after a minor child in the stead of a parent.

Policy

- A. 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.
- B. This policy is not intended to be an endorsement of children being in the workplace due to circumstances such as school vacations, illness, holidays, disrupted child-care arrangements, or similar situations. All employees are expected to make appropriate childcare arrangements and to request appropriate leave to address emergency childcare



needs. Employees should use vacation leave, sick leave, or other appropriate leave accruals to cover caring for an ill child or for any other time taken from work for child-related reasons.

- C. By bringing a child to campus, an employee is indicating an understanding that the child may be exposed to hazards or risks (including without limitation accidents or loss or destruction of property) which may result in illness, personal injury, or death, and also an acceptance of financial responsibility for damage to any personal property or SFA property resulting from the child's actions.
- D. This policy does not apply to SFA programs that involve children, such as designated research with children serving as research subjects, or SFA-supported events at which attendance of children may be expected (e.g., musical performances, sporting events, art exhibitions, summer camps, etc.)

Failure to Comply

Any employee should receive approval from their supervisor under exceptional circumstances where a child might be brought to the workplace. 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 SFA HOP 02-308 Faculty Code of Conduct or SFA HOP 03-304 Discipline and Discharge.

Related Statues or Regulations, Rules, Policies, or Standards

SFA HOP 02-308 Faculty Code of Conduct
SFA HOP 03-304 Discipline and Discharge
SFA HOP 03-221 Working Hours and Holidays

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

None

Revision History

September 1, 2023 (original)