

## CHILDREN IN THE WORKPLACE POLICY

**Purpose:** To provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee) may be present within the Roger Williams University (“RWU” or “University”) workplace.

**Definition:** For purposes of this policy, a “child” is defined as an individual under the age of eighteen (18) years who is not a student or employee of the University.

**Applicability:** This policy applies to employees for whom the need to bring dependent children to the workplace may arise. This policy does not apply to a minor child’s participation in University-sponsored programs or attendance at University-sponsored special events to which children and/or families may be invited. Similarly, participation in an approved educational event that permits children to observe and/or participate in parents’ or guardians’ work activities is permitted.

**Policy Statement:** The University values a workplace culture that fosters a healthy and appropriate balance between workplace obligations and family demands. In keeping with this value, the University has established the following policy to provide guidance on when and under what circumstances children can appropriately be present in the RWU workplace.

Whenever is operationally practicable, managers should honor an employee’s request for flexibility to meet unexpected family needs that may require an employee’s attention during normal working hours. So long as operational conditions and workloads will reasonably permit, managers are expected to work with employees in order that such unexpected needs can be met by using breaks, lunch periods, flexible work schedules, adjusted hours, vacation leave or other alternative work arrangements.

Regular and extended presence of children during work hours is not permitted due to the potential for interruption of work or University activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks and/or potential legal liability. The workplace may not be used as an alternative to regular child care, and bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or day care may not be brought to the workplace.

Subject to the limitations described in this Policy, visits by children of employees are permissible, provided that advance supervisory approval is sought and obtained by the employee. Approval is at the sole discretion of the supervisor. During any such visits, minor children may not be left unsupervised, nor may they be placed under the supervision of other employees.

The presence of the child may not disrupt the work environment or negatively affect the productivity of the employee who brought the child, the employee’s colleagues, or University students.

Minor children of employees shall not be permitted in any University residence halls without a parent or legal guardian present, nor in any potentially hazardous area or in any area deemed hazardous by the Department of Environmental Health & Safety. Such areas include (but are not limited to): confined spaces; areas with excessive noise, temperatures or pollution; science laboratories or other specialized areas containing chemicals, biological hazard, flammable materials, sharp objects, power tools, or other environmental hazards; facilities or trades work areas, commercial food preparation areas; rooftops; construction areas; University vehicles, vessels or other motorized equipment; storage areas; waterfront.

**Policy Inquiries:**

The Department of Human Resources is responsible for overseeing implementation of and ensuring adherence to this policy. Any questions about this policy or its application should be directed to the Department of Human Resources, at: (401)254-3028.

Revision Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_