

POL 04.05.05
Children in the Workplace Policy

Authority: Chancellor

History:

- First Issued: June 30, 2020

Related Policies:

- [POL 04.25.07 - Lactation Support Policy for Employees](#)

Additional References:

- [Paid Parental Leave Benefits](#)
- [Family and Medical Leave](#)
- [NCFlex Dependent Day Care](#)

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1. PURPOSE

1.1 The University of North Carolina at Pembroke (UNCP) recognizes the importance that families fulfill in the lives of employees. These guidelines address and outline the circumstances under which it is appropriate to bring non-student, minor children to the workplace.

1.2 As used in these guidelines, the term “non-student, minor child” means a minor child who is not enrolled in classes at UNCP. In addition, the term “parent” means any employee who has responsibility for a non-student, minor child while in the workplace regardless of the employee’s relationship to the child.

2. SCOPE

2.1 The policy applies to all employees. Employees are all SHRA (subject to the state human resources act) and EHRA (exempt from the state human resources act), faculty and non-faculty, temporary, and student employees.

3. GUIDELINES FOR CHILDREN IN THE WORKPLACE OR CLASSROOM

3.1 In general, the workplace is not an appropriate place for non-student, minor children to be present on a frequent or continuing basis.

3.2 All exceptions to this general rule are subject to review by appropriate university officials and must address the factors set forth in Sections 3.3 and 3.4. Exceptions to this general rule include:

3.2.1 Minors who are enrolled as students at UNCP.

3.2.2 Officially sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.

3.2.3 Brief visits to introduce a child(ren) to co-workers, provided the employee supervises the child(ren) at all times during the visit.

3.2.4 Special occasions that are employer-sanctioned and at which attendance by children is encouraged.

3.2.5. Exceptional circumstances when common sense would dictate that it is more efficient for the employee to bring the child into the workplace or classroom (e.g., following or before a physician's appointment); and

3.2.6. 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 their 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 3.4 below. When authorized, the parent employee must supervise their child(ren) at all times and should not leave such child(ren) in the custody of another university employee, even for brief periods of time.

3.3 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:

3.3.1 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.

3.3.2 The extent to which the child's presence creates a potential danger to the child, exposes the child to language or material unsuitable for a minor, or exposes the university to liability must be considered. The child's safety and protection must be primary concerns for parents, supervisors, and the university.

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

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

3.3.5 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 workplace activities.

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

3.3.7 Such other factors as the supervisor deems appropriate.

3.4 Children are not permitted as visitors in work or classroom areas with high-risk safety and/or confidentiality concerns unless prior permission from an appropriate university authority is obtained. Examples of high-risk areas include, but are not limited to: the power plant, student health services, laboratories, construction zones, and food preparation areas. Short-term visits to these areas may be

authorized for approved guided tours or other reasons if permission is obtained and appropriate precautionary measures are taken.

4. VIOLATIONS

4.1 Any university employee who violates this policy should be reminded of the policy and asked to comply. If an employee refuses to comply with the policy, the departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow-up with the employee to remind him/her about the policy. Violations may subject employees to corrective action according to appropriate disciplinary policy.