



**Office of the President
University Policy**

SUBJECT: CHILDREN IN THE WORKPLACE	Effective Date: 5-20-08	Policy Number: 4.1.3	
	Supersedes: New	Page 1	Of 3
	Responsible Authorities: Vice President of Facilities Director of Environmental Health and Safety		

APPLICABILITY

This policy is applicable to all members of the university community, including all students, faculty, staff and all visitors, contractors and guests to the university or any of its campuses or facilities. Individual university campuses, facilities or organizations may establish more specific procedures consistent with the guidelines of this policy.

POLICY

Florida Atlantic University strives to be a family-friendly environment and encourages children and their parents to participate in various recreational and athletic family-oriented programs on our campuses year-round. In addition, all members of the University community are encouraged to remain sensitive to the needs of working parents, and supervisors and managers should be flexible in granting accrued leave to employees who need to make emergency child care arrangements.

As an employer, however, the University cannot permit employees or students to provide child care at the work site, office, lab or classroom. Work space is not designed with the safety of children in mind. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations and services, disruption to other employees and students, appropriateness, and the liability posed by children in the workplace. There are safety hazards and potential liability exposures in the event of accident or injury. While children may be brought to the work place for brief visits, it must be recognized that it is not appropriate to bring children to work, or class, as a substitute for making arrangements for regular child care while at work, or in class.

The following guidelines are established to minimize potential liability, risk of harm and decreased productivity due to distractions and disruptions:

1. As a general rule, employees should not bring children to the workplace while on duty. Limited exceptions may be considered in the case of an emergency or other exigent circumstance if the employee has received permission from his or her supervisor.
2. As a general rule, FAU students should not bring their children into the classroom while class is in session. Limited exceptions may be considered in the case of an emergency or other exigent circumstance if the student has received permission from the supervising faculty member.
3. All children at FAU should be supervised at all times to avoid risk of injury. Children should never be left unattended.
4. Children are not permitted in hazardous locations unless: (i) a child is participating in a supervised program sponsored by FAU, such as a tour through a building or field trip, and (ii) permission slips indicating informed consent and waiver of liability are signed by the child's parent or legal guardian. Contact the University Attorney's Office at (561) 297-3007, or Environmental Health and Safety at (561) 297-3129, website: www.fau.edu/ehs for forms or further information.
5. These guidelines do not prohibit children and family members from being in the workplace during university-sponsored events, camps, and programs intended for children and/or families or intended for community participation.
6. This policy does not apply to children working or volunteering at FAU. Contact the Department of Human Resources when utilizing children as employees or volunteers.
7. These guidelines do not prohibit children enrolled at FAU's pre-secondary school(s) and educational research center(s) from being in authorized areas of the university with proper adult supervision.

DEFINITIONS

Children: Individuals under the age of eighteen years who are not registered FAU students or FAU employees or volunteers.

Hazards: Chemicals, animals, laboratory equipment (to include electrical, mechanical, and/or hydraulic equipment) or any other potentially harmful object, procedure or environment (fume hoods, storage rooms, etc.) that could cause physical injury or adverse health effects.

Hazardous Locations: Hazardous locations include, but are not limited to, the following types of locations and adjoining areas, which have direct access to such locations: laboratories, animal areas, workshops, warehouses, commercial kitchens, laundries, construction areas, file rooms, mechanical rooms, roofs, confined spaces, maintenance and janitorial rooms, boats, service vehicles, and golf carts.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4.1.3

Initiating Authority

Signature: _____ Date: _____
Name: Tom Donaudy, Vice President, Facilities

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____
Name: Jennifer O'Flannery, Chief of Staff

President

Signature: _____ Date: _____
Name: Frank T. Brogan, President

Executed signature pages are available in the Office of the General Counsel