



## PROCEDURE

Policy Name:	Infants On Campus
Policy Number:	4128
Applicable Code/Law:	RCW 13.34.030, 74.13.020, 26.28.010

### Definitions

Eligible Infant – Infant age six weeks to eight months or beginning to crawl (whichever occurs first).

Eligible Employee – Mothers, fathers, or legal guardians of the eligible infant that have been employed by the College in permanent admin, classified, or full-time faculty positions for more than six months.

Signs of Infectious Illness - The College has adopted the King County guidelines for the purposes of identifying sick or ill children who may not come to a College worksite.

### Procedural Guidelines

This program is designed to accommodate an eligible permanent employee’s participation with a single infant in a Human Resources (HR) approved work location. The parent is solely responsible at all times for the care, safety, and well-being of the infant under the Infants on Campus (IOC) program. Approval to participate in the IOC program is contingent upon review and approval by the HR administrator in compliance with the IOC procedure.

Participation in the IOC program is a voluntary option for permanent employees, subject to HR approval, and approved only where compatible with job requirements.

Permanent employees who are mothers, fathers, or legal guardians to infants age six weeks to eight months of age or beginning to crawl (whichever occurs first) are eligible to apply for participation where it is compatible with job requirements. Participation is contingent upon HR approval following the completion of the procedural steps listed below. Participating employees must maintain acceptable work performance and ensure that the presence of the infant does not create any prolonged disturbances to the work place.

#### 1. Participation

- a. Employees interested in participating must complete the following steps to request approval:
  - i. Meet with the HR unit administrator to discuss potential participation.
  - ii. Meet with their supervisor to draft the individual work plan.
  - iii. Identify two employees agreeable to serve as Alternate Care Providers (ACP)
    1. ACPs may not be direct supervisors of or managed by the parent.
  - iv. Complete the Individual Work Plan, ACP forms and Waiver forms for submission to HR.

Participating employees have the right to rescind participation (in writing) at any time. Participation may be rescinded by the College (in writing) at any time based on decline of performance or if organizational needs are not being met.

## 2. Approval

- a. Upon the submission of all required forms, and after the initial meeting has been completed, HR will notify the employee in writing as to whether their request to participate has been approved.
  - i. For requests which are denied, HR will provide the reason for the denial.

## 3. Requirements

- a. Approval by HR unit administrator must be in place before the infant may be brought to work through the IOC program.
- b. The employee is responsible for the safety of the infant and will remain with the infant at all times with the sole exception of the use of an authorized ACP as follows:
  - i. Up to two alternate care providers may be authorized to care for the infant for no more than one hr each during any given workday.
- c. The employee may not transport the infant in a state vehicle.
- d. The employee may not bring an infant with signs of an infectious illness to work.
  - i. The College has adopted the King County guidelines for the purposes of identifying sick or ill children who may not come to a College worksite.
- e. The employee will ensure that the infant does not create a disruption to work.
  - i. If the infant causes a disruption at work for more than 15 minutes, the parent must remove the infant from the work area.
  - ii. If the infant continues to cause a disruption, the employee must take the infant off-campus and submit leave as appropriate.
- f. The employees will provide any furniture or equipment needed for the infant, and ensure the equipment is not disruptive to College operations.
- g. The infant shall be primarily located at the parent's workstation during the workday.
- h. Diaper changes and disposal shall take place in restrooms only. HR will identify restrooms which contain baby changing tables for the parent's use.
  - i. The parent is responsible for providing a closed and sealed container for soiled diapers and is responsible for removing soiled diapers from campus at the end of each day.

## 4. Complaints

- a. Complaints related to the IOC program can be made to the parent's immediate supervisor, the unit administrator or HR.