



HUMAN RESOURCES

ADMINISTRATIVE PROCEDURE

HRS-3

Children in the Workplace

Number: HRS-3	Name: Children in the Workplace
Purpose: This administrative procedure sets forth the guidelines for having their children on campus during their normal working hours	
Responsible Unit: Human Resource Services	
Approved by: <i>Bruce Felder</i> , Chief Talent and Culture Officer	Approval Date: September 3, 2018

Procedure Statement

It is the goal of Marshall University (Marshall) to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted.

As an institution of higher education, Marshall provides educational and support services primarily to adult learners. Under certain circumstances and under the auspices of special programs, students under the age of eighteen (18) also attend classes and/or participate in programs or activities on campus. Children without supervision (unattended) may disrupt the educational process or work setting, and possibly create a safety hazard for the children themselves or for others on the Marshall campus.

Marshall is a public facility of the State of West Virginia, available to its students as well as to the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. Citizens have the right to use Marshall's facilities and to visit the campus during normal business hours of operation.

Marshall recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of the accompanying adult. It is inappropriate for the adult to ask members of the Marshall community (administrators, faculty, staff, or students) to assume these responsibilities, unless s/he is leaving the child in a Marshall program sanctioned for children.

Therefore, through the following procedures, Marshall seeks to create a safer environment on campus, which is conducive to and supports the effective conduct of the educational process.

Procedural Guidelines

1. No employee, student, or visitor to Marshall shall leave a child unattended at Marshall, nor may such person leave a child with a Marshall employee or student, unless that child is enrolled in a Marshall authorized program. This prohibition includes being in campus buildings, on campus grounds, or in a vehicle
2. It is not recommended that employees bring children with them to work sites or classes. It is strongly encouraged that employees with children have alternate childcare arrangements when their normal childcare arrangements are not available.
3. Under exceptional times children may be brought to the workplace by parent/guardian employees when common sense would dictate that it is more efficient for the employee to bring the child into the workplace (e.g., following or before a physician's appointment if the child is not contagious, emergency school closure, or emergency child care/day care closure.). The parent is solely responsible for the child(ren) and must ensure that they are not disruptive to other employees in the workplace. During these visits, children will not be left unattended or with other employees or students.
4. Children are not to be in the workplace on a regular basis, including after school or school holidays. Any child with an illness that prevents the child from going to a childcare facility or from attending school is not to be brought to the workplace. No child with an infectious disease is to be brought to the workplace under any circumstances. If employees must attend to their children, and short term childcare cannot be arranged, employees should take sick or annual leave, as appropriate pursuant to University policy, to accommodate their children during working hours.
5. Children are not allowed in high-risk areas, without prior written authorization, such as: laboratories, shops, studios, mechanical rooms, power plants, garages (except for the purpose in ingress and egress from a motor vehicle), food preparation areas, or any areas containing power tools or machinery with exposed moving parts.
6. Employees who bring children to the workplace are responsible for all aspects of the child(ren)'s behavior. The employee is responsible for the child(ren)'s safety and is financially responsible for any damages caused by the child(ren). The University does not accept liability for injuries to children or visitors on University premises in violation of these procedural guidelines.

7. Parents, legal guardians, or responsible adults of children who are considered disruptive or unsupervised will be asked to remove the children from the campus immediately.
8. The department's supervisor may direct the employee to remove the child(ren) (or visitors) from the workplace at any time if the supervisor determines that these guidelines has been violated or that a child's presence negatively impacts University interests.
9. The department head may set specific rules or guidelines concerning their department regarding having children in their area that are more restrictive, but not less restrictive, than these procedures.
10. Unattended children at Marshall may be referred to the Marshall University Police Department (MUPD) for assistance.
11. Employees who have questions regarding bringing their child(ren) in the workplace should contact their department head and/or a Human Resource Services Representative before bringing their child(ren) into the workplace.
12. Students who have questions regarding bringing children to class should contact the faculty member or Department Chair over the class(es) involved before bringing their child(ren) to class.
13. Persons (including vendors) who have questions regarding bringing children on campus should contact the MUPD or the specific department or area they intend to visit.

Procedure Application

This procedure pertains to all employees and persons (including vendors) who visit Marshall, participate in classes, and/or programs, events or other activities