



## **422 POLICY – Children in the Workplace**

### **422.1 Statement of Policy**

The purpose of this policy is to delineate the expectations of Redlands Community College regarding employees and children in the workplace during the employee's working hours.

This applies to children who are too young to register as credit students at Redlands Community College and to all Redlands Community College employees, including faculty, staff and student employees. This policy also applies to independent contractors and the employees of vendors and contractors working on Redlands Community College premises, who are included in the term "employees" for purposes of this policy.

Adopted July 2014



## 422 PROCEDURE – Children in the Workplace

### **422.1:1 Expectations**

Employees with children are expected to make regular arrangements for the care of their children during the employees' working hours. Employees are not to use the workplace as an alternative to childcare.

Redlands Community College facilities and operations generally are not designed for children. Children may be disruptive to the work environment and pose potential liability for Redlands Community College. Therefore, Redlands Community College employees are not to bring their children to work except as provided in this procedure.

### **422.1:2 Exceptions**

- A. Redlands Community College Programs: This procedure does not apply to children who are enrolled or participating in Redlands Community College programs for children.
- B. Special Events: This procedure does not apply to events at which attendance by children is encouraged or the employee and child attend as members of the public.
- C. Unforeseen Emergencies: A supervisor may grant an employee permission to bring a child to work in the event of an emergency, where the emergency is unforeseen and non-recurring and the child's presence on campus is of short duration (i.e., less than half a day).
  - 1. Factors supervisors may consider in determining whether to apply the Unforeseen Emergency exception include: the age of the child, how long the child will need to be present, the work environment in the employee's area, any possible disruption to the work of the employee and co-workers, and whether Redlands Community College derives a clearly identifiable benefit from the employee being at work.
- D. No employee may bring a child to work due to an emergency without the permission of the employee's supervisor.

Adopted July 2014