



Administrative Policy Manual

Policy No: A-28

Date: 09-1-2011

Approved: *Dan Martz*

SUBJECT: CHILDREN IN THE WORKPLACE

PURPOSE: To provide a safe and comfortable workplace for City employees

GENERAL POLICY:

The City of Indio recognizes that family responsibilities impinge on all aspects of an individual's life and that family responsibilities affect both women and men. Some employees may occasionally experience the need to bring children to the workplace. The following guidelines are established to clarify the City of Indio's practice regarding such situations.

Employees who are responsible for the care of minor children are expected to arrange childcare away from the work site. The City of Indio does not condone bringing children into the workplace. The City of Indio accepts no liability for the actions of children on work locations; the parents or custodians assume all such liability. Bringing children into the workplace creates a distraction, both for the parent or custodian and for other employees, impeding the performance of City duties. The immediate manager or supervisor will counsel or warn employees who bring children to work without proper authorization in advance.

EXCEPTIONS

There are two exceptions to the exclusion of children in the workplace, specific City events and specific individual instances.

A. Specific City Events

The City does announce in advance specific dates and events, when City employees are welcome to bring children to non-restricted worksite, in accordance with well-established guidelines. The City is notified of such events and information concerning liability is provided if applicable.

B. Individual Instances

Exceptions for specific, individual employee instances are quite rare. If an employee needs to bring a child to the workplace on a particular occasion, he/she must obtain approval in advance from the immediate manager or supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

1. The employee's need to bring the child to City worksite is urgent, compelling, not recurring, and of short duration (no longer than 2 hours).

2. The City derives a clearly identifiable benefit from the employee being at work at that particular time (e.g., meeting a deadline).
3. Arrangements for the safety and supervision of the child are satisfactory to the manager or supervisor.
4. The manager or supervisor believes that distractions for the parent or custodian and distractions for other employees are minimal.

If approval is granted for an exception, but the manager or supervisor determines that one or more of conditions 2, 3, or 4 listed above ceases to be the case, the employee will be directed to leave the workplace. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate manager or supervisor will determine the appropriate accrual or leave to be used for the time off (e.g. leave without pay, vacation time, etc.).



**CHILDREN IN THE WORKPLACE POLICY
AGREEMENT**

I, the undersigned, have read and understand the City of Indio Children at Workplace Policy, and I agree to follow all policies and procedures that are set forth herein. I further agree to abide by the standards set in the document for the duration of my employment with the City.

I am aware and understand that violations of his policy may subject me to disciplinary action, up to and including termination from employment.

Employee Signature: _____ Date: _____

Printed Name: _____

Witness: _____ Date: _____

Printed Name: _____