



National University of Health Sciences General Policies

Title: **Children in the Workplace and Learning Environment** Page **1** of **4**

Date Adopted: **09/17/08** Date(s) Revised:

James Winterstein 3-17-09
President Date

POLICY STATEMENT

National University of Health Sciences (NUHS) is committed to the health and safety of its faculty, staff and students and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

As an institution of higher education, NUHS provides educational and support services primarily to adult learners. Children without supervision or with supervision imposed upon NUHS employees or students may disrupt the educational process or work setting and possibly create a safety hazard for the children themselves or for others. This policy provides for a safe environment that is conducive to and supports the effective conduct of the educational process.

NUHS recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s) or guardian(s). It is inappropriate for a parent or guardian to ask members of the University community – administrators, faculty, staff or students – to assume these responsibilities.

This policy applies to employees and students who visit or participate in programs.

Definitions

Children: For purpose of this policy a child is any individual under the age of 18. NUHS exempts from this definition those aged 16 to 18 years old who have applied for admission and/or are registered for classes as a student.

Guardian: Someone who has been charged with or has taken responsibility for the temporary supervision of a child. Biological or legal relationship is not necessary.

In loco parentis: Someone with day-to-day responsibilities to care for and financially support a child. A biological or legal relationship is not necessary.

Infants: For purposes of this policy and pursuant to the Workplace breastfeeding policy, a child that is under the age of one year.

Parent: The biological, marital or legal parent of a child or an individual who stands in loco parentis to the child.

Unaccompanied Children: A child who is not accompanied by that child's parent or guardian or who is unattended by the parent/guardian while in NUHS buildings, on NUHS grounds or in a vehicle parked on NUHS property.

Prohibitions

No employee or visitor to NUHS shall leave a child unattended nor shall a child be left with a NUHS employee/student. No NUHS official, nor its employees, agents, nor students may accept responsibility to supervise children on behalf of NUHS.

To help communicate this policy, faculty members are encouraged to refer to this policy in their course syllabi.

The workplace is not an alternative to or for regular childcare. When childcare arrangements fail, the employee should seek alternatives prior to requesting to bring the child to the workplace. Alternatives include using accrued leave or leave without pay to care for the child at home.

Children shall not be present at an employee's workplace (e.g. classroom, office, shop, approved remote worksite, etc.) in lieu of other childcare arrangements, during the employee's working hours. The employee's appropriate administrator may grant exceptions on an emergency basis for a specified and limited period of time.

Under such exceptions the following apply:

- The employee who brought the child to the workplace is responsible for keeping the child within his or her sight and hearing at all times.
- The employee may not ask any other employee or student to supervise or otherwise care for the child.
- The employee who brought the child to the workplace is responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damage(s) caused by the child.
- The presence of the child cannot disrupt the work or learning environment or negatively impact the productivity of the employee who brought the child, other employees, or students.
- The employee's appropriate administrator may direct the employee to remove the child from the workplace at any time if the appropriate administrator determines that this policy has been violated or that the child's presence negatively impacts NUHS interests.
- It is the responsibility of the parent/guardian to ensure that children do not unduly disrupt the educational or work setting. Even in lieu of exceptions, instructors, staff, and administrators may ask that children leave if they are disruptive to the learning or working environment or if safety is considered an issue.

Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used. There are no exceptions to this prohibition.

A child, who is ill and not accepted by a regular childcare provider, particularly a child with infectious disease, may not be brought to the workplace under any circumstances. There are no exceptions to this prohibition.

Enforcement

Parents/guardians of children in violation of this policy will be asked to remove the child from NUHS property.

- Children without supervision will be referred to security personnel. Children referred to security personnel may be asked to leave NUHS property, may be referred to Child Protective Services, or may be referred to the local police, depending on their age, behavior and other circumstances.
- The parent/guardian of an unaccompanied child may be contacted by security and requested to return to the child.

Violation of this policy by employees may result in disciplinary action, up to and including termination of employment.

Workplace Breastfeeding Provisions

NUHS seeks to provide an infant-friendly work environment regarding employees who are mothers of infants and have chosen to breast-feed. NUHS acknowledges the surgeon general's report on the health and economic importance of breastfeeding which concludes that breastfeeding is one of the most important contributors to infant health, provides a range of benefits for the infant's growth, immunity, and development, improves maternal health and contributes economic benefits to the family, health care system and workplace. The following provisions provide for an approval process for workplace breastfeeding.

Flexible work scheduling, including scheduling breaks and permitting work patterns that provide time for expression of breast milk will be considered under procedures dealing with Flexible Work Schedules and the Family Medical Leave Act. NUHS will work with the employee on a case-by-case basis to:

- Identify a convenient, sanitary, safe and private location, other than restrooms, to allow privacy for breastfeeding or the expression of breast milk.
- Identify convenient sources of clean and safe water for washing hands and rinsing breast-pumping equipment.
- Identify a convenient hygienic refrigerator in the workplace for the mother's expressed breast milk.

The American Academy of Pediatrics recommends exclusive breastfeeding for the first six months of a child's life and breastfeeding with the addition of solid foods to continue for at least twelve months. Accordingly, workplace arrangements will not exceed a maximum of one year per child and will not be renewed.