



## UWM POLICY REGARDING CHILDREN IN THE WORKPLACE

No: SAAP 10-3

Date: December 23, 2015

**Authority:** Children of Employees in the Workplace (UWS Practice Directive GEN H)

UWSA Office of Operations Review and Audit's *Review of Policies Related to the Reporting of Crimes Against Children* (May 2012)

**Initiator:** Department of Legal Affairs, Department of Human Resources Vice Chancellor for Finance & Administrative Affairs

**Responsible Party:** Department of Human Resources, Department of University Safety & Assurances

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### I. Purpose

Maintaining the safety and health of University of Wisconsin–Milwaukee (UWM) employees, students, guests and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are minor children, a greater standard of care must be taken in protecting against unsafe conditions and unpredictable behaviors.

Generally, the workplace is not an appropriate place for the minor children of employees. However, UWM recognizes that employees may occasionally want to bring minor children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies.

### II. Definitions

**Child or children** means a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at UWM or any other University of Wisconsin institution.

**Employee** means any employee of any employment category that [is the parent, guardian, or family member that](#) has responsibility for ~~at their~~-child [or children](#) while in the workplace, ~~regardless of the employee's relationship to the child.~~

~~Employer includes supervisors, managers, department chairs, deans, directors, provosts, or chancellors in any School/College/Division or Department.~~

**High risk area** includes any area deemed high risk by ~~the campus risk m~~[University Safety & Assurances manager](#) including an attractive nuisance such as a construction site, or any area with hazardous levels of radiation, hazardous chemicals or substances, hazardous biological agents or vectors, or hazardous equipment or processes, or animal research. Examples of areas with these characteristics include:

- laboratories (excluding those designed for minor research subjects)
- machine shops, woodworking shops, or similar workshop areas
- mechanical rooms
- steam plant
- construction areas
- maintenance garages
- animal care or research facilities
- food preparation areas
- fitness centers
- high security areas, and
- areas that are excluded for general employee or student access.

### III. Exclusions

Except as provided elsewhere in this policy or other university policies, laws and regulations that limit access to or otherwise regulate high-risk areas, this policy **does not apply** when a child:

- is enrolled or admitted as a university student;
- is employed by the university;
- is attending a university-sanctioned childcare facility;
- is attending a university-sanctioned camp, child care program, or youth enrichment program;
- is a volunteer in a university-approved activity; or
- has a parent or responsible party with a workplace assignment in which one of the conditions of the employment is residency in a campus facility (e.g., live-in residence hall director).

**Commented [KAG1]:** I found this broad definition unhelpful within this policy. I think it might be better to define more specifically whom can provide various approvals in the applicable sections below.

#### IV. Policy

This policy addresses the factors to consider when allowing an employee to bring a minor child into the workplace. Circumstances in which employees may wish to bring children into the workplace generally fall into the following categories:

1. *Brief visits* (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers).
2. *Specific campus events* that are ~~employee~~institution-sanctioned and at which attendance by children is encouraged.
3. *In the event of an emergency.*

~~Overuse/Abuse.~~ Children are not to be brought to the workplace on a repeated basis in lieu of childcare.

**Commented [KAG2]:** When I see “abuse” in a policy about children, it makes me think of our child abuse and neglect policy.

**High risk areas.** Children are restricted from high-risk areas such as laboratories, studios, shops, construction sites and other campus areas where physical, chemical, biological or other potential health hazards are present. Children must be kept away from any area with a known hazardous condition. Infants and children must be protected from any area with even a potential exposure or hazardous condition. Minor children are restricted from areas that store or use research animals, hazardous chemicals, radioisotopes, carcinogens, or biohazardous agents.

**Responsibilities.** ~~Generally, an employee who brings a child into the workplace shall not leave the child unsupervised. Employees are responsible for verifying with receiving permission from their School/College/Department the circumstances under which to allow children are allowed in their specific workplace. If an employee is allowed to bring their child to their workplace the employer allows the occasional workplace visit of children,~~ both the employee responsible for the child and their ~~department chair or administrative department head-employer~~ must accept certain responsibilities to protect the welfare of the child and the integrity of the workplace:

**Commented [KAG3]:** Moved this down to the list of employee responsibilities.

**Commented [ZWS4]:** This policy lays out the circumstances to allow children in the workplace. The previous statement makes it sound like the S/C/D gets to stipulate their own circumstances.

Moved to the list of responsibilities

An employee who brings a child to the workplace must:

~~receiving permission from their School/College/Department to allow children in their specific workplace;~~

- supervise and care for the child while in the workplace, and may not leave a child unsupervised;
- prevent any breach of confidential information;
- address with the ir department chair or administrative department head-employer any issues related to a child’s infectious disease and follow UWM infectious disease protocols (i.e., COVID-19 procedures); and
- accept full responsibility for all aspects of the child’s behavior, including: safety of the child, disruption to coworkers, unauthorized or inappropriate use of university resources, and any damage to property or injury to persons; and-

**Commented [TJD5]:** Not sure we want to site this specific example in a policy. We normally try to keep the policy fairly high-level to permit less frequent updating.

- ensure minimal disruption to the employee's own performance of his/her duties.

Department chair or administrative department head~~The employer~~ must:  
review circumstances and grant permission for employees to bring children into the workplace;

- determine either that hazards are not likely to exist, or that hazards can be controlled under the circumstances in which the child will be present;
- address potential issues of disruption to the employee and coworkers in the workplace;
- consider the extent to which the child's presence in the workplace poses a risk of breaching confidentiality of information in the workplace;
- consider the extent to which the child's presence is appropriate to the specific work being accomplished; and
- consider the health of coworkers before an employee is allowed to bring a child with an infectious disease to the workplace.

## V. Procedures

**Permission.** The employee shall receive in writing (email or other format) from their department chair or administrative department head~~employer~~ permission to allow children in their specific workplace taking into account aspects identified in the Responsibilities.

**Denial of permission.** ~~The employer~~UWM reserves the authority to deny the presence of children in the workplace. ~~The employer~~UWM may revoke previously-granted permission for a child to be allowed in the workplace (e.g., the child's presence is later determined to be disruptive to the workplace).

**Violations.** Any employee who violates this policy may be subject to disciplinary action according to established policies governing conduct and standards of behavior.

## VI. Contact Information

For information and guidance about bringing children into high risk areas, contact the Office of University Safety and Assurances, Engelmann Hall 270, (414) 229-6339.