

UW-Stevens Point

UPS Operational Policy – GEN B

SUBJECT: Children of Employees in the Workplace



University of Wisconsin
Stevens Point

Original Issuance Date: December 8, 2015

Last Revision Date: May 25, 2020

1. Policy Purpose

Maintaining the safety and health of University of Wisconsin–Stevens Point employees, students, guests and visitors relies upon the control of hazardous conditions and prevention of unsafe behaviors. When the visitors are children, diligence to guard against unsafe conditions and unpredictable behaviors must be heightened.

The workplace is typically not an appropriate place for children of employees. However, the University of Wisconsin–Stevens Point recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies.

All requirements of the [UWSA Minor Protection and Adult Leadership Policy](#) shall be followed in addition to this policy.

2. Policy Background

All institutions within the UW System are responsible for creating a policy for Children of Employees in the Workplace. A policy template was created by the Office of General Counsel in response to institution inquiries and the recommendations included in the Office of Operations Review and Audit's *Review of Policies Related to the Reporting of Crimes Against Children*.

3. Policy Definitions

Child or children: a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at the University of Wisconsin–Stevens Point.

Employee: any employee who has responsibility for a child, as defined above, while in the workplace regardless of the employee's relationship to the child.

High risk area: includes any area deemed high risk by the campus risk manager, or any area with: hazardous levels of radiation; hazardous chemicals or substances; hazardous biological agents or vectors; or, hazardous equipment or processes. Examples of areas with these characteristics include:

- laboratories (excluding those designed for research subjects who are minors);
- machine shops, woodworking shops, or similar workshop areas;
- mechanical rooms;
- chemical and hazardous material or waste storage areas;
- construction areas;
- maintenance garages and shops;
- custodial storage areas;
- animal care, housing or animal research facilities;
- food preparation areas;
- fitness and strength centers;

- loading docks and warehouses;
- recycling centers;
- art studios and shops;
- steam plants;
- high security areas; and
- areas that are excluded for general employee or student access;
- other areas as determined by UWSP.

Management: includes supervisors, managers, department chairs, deans, directors, provosts, and chancellors.

4. 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; or
- has a parent with a workplace assignment in which one of the conditions of the employment is residency in a campus facility, e.g., live-in resident hall director.

5. Policy

This policy addresses the factors to consider when allowing an employee to bring a child into the workplace. Rare circumstances in which employees want or need to bring children into the workplace generally fall into the following acceptable categories:

- Brief visits (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers). However, the workplace shall not serve as a place of childcare (other than those areas designated and licensed for childcare).
- Specific campus events that are employer-sanctioned and at which attendance by children is encouraged (e.g. Take Your Child to Work Day).
- Situational convenience.
- In the event of an emergency.

A. Abuse of the Policy

Children are brought to the workplace on a regular basis in lieu of childcare.

B. High risk areas

Children are not allowed in high risk areas, as defined in this policy, unless an exception has been agreed to by management of the area and the institutional risk or safety officer. Even children excluded from this policy, as stated above, are not allowed in high-risk areas, unless an exception exists.

C. Responsibilities

Generally, an employee who brings a child into the workplace shall not leave the child unsupervised. Employees are responsible for verifying with their manager the circumstances under which children are allowed in their specific workplace. If management allows the occasional workplace visit of children to the workplace, both the employee responsible for the child and workplace management must accept

certain responsibilities (listed below) to protect the welfare of the child and the integrity of the workplace.

An employee who brings a child to the workplace must:

- be the individual who primarily supervises and cares for the child at all times while in the workplace;
- prevent any breach of confidential information;
- address with management any issues related to a child's infectious disease; and
- accept full responsibility for all aspects of the child's behavior, including: safety of the child, disruption to co-workers, unauthorized or inappropriate use of university resources, and any damage to property or injury to persons.

Management must:

- determine that either 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 possible disruption to co-workers 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.
- consider the health of co-workers before an employee is allowed to bring a child with an infectious disease to the workplace.

D. Denial of permission

Notwithstanding the exceptions provided by this policy, management has the authority to deny the presence of children in the workplace. Management may revoke previously granted permission for the employee to bring the child to the workplace (e.g., the child's presence is later determined to be disruptive to the workplace).

E. Violations

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

F. Reporting

Faculty and staff members are encouraged to speak first with their direct supervisor, department chair, or department head about questions or concerns. If an individual is not comfortable speaking with one or more of those individuals, or they have already done so and the question or concern has not been addressed, they should contact Human Resources at 715-346-2606.

6. Related Documents

[UWS Practice Directive GEN B: Child Safety and Executive Order #54](#)
[UWS Practice Directive GEN H: Children of Employees in the Workplace](#)

7. Policy History

May 25, 2020: Policy updated with updated links to UWS policies.