

SUBJECT: Children in the Workplace at Facilities and Safety	Effective Date: 7/19/12	Policy Number: FSP 2012 RM0006	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Director, Resource Management, Facilities and Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all employees working within Facilities and Safety (F&S).

POLICY STATEMENT:

Facilities and Safety values family and strives to promote an atmosphere that fosters a healthy balance between the workplace and home. F&S employees with children must adhere to the UCF Human Resources policy on Children in the Workplace, as well as the additional requirements identified by F&S. The recurring presence of children in the workplace, in lieu of regular child care, is unsuitable due to health and safety concerns, liability issues to the University, and the potential for decreased employee productivity.

DEFINITIONS:

Children: Individuals under the age of eighteen years old who are not UCF students, UCF employees, or UCF volunteers.

Child Care: Routine care provided for school-aged children when local schools are not in session.

Emergent Situation: An emergency, such as when an employee cannot be absent from the workplace due to an imminent work deadline, and the employee is notified that their child must be picked up from school or child care.

Hazards/Hazardous Areas: Areas where there are chemicals, animals, laboratory equipment, machinery, or any other harmful object, procedure or environment that could potentially cause physical injury or adverse health effects.

Sick Child: A child who has an illness that prevents him or her from being accepted by a regular day care provider.

POLICY:

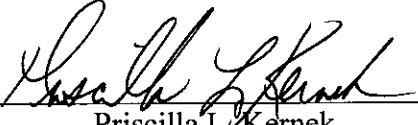
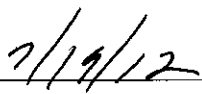
UCF Human Resources website states, "The University of Central Florida recognizes at times an emergent situation may present its employees with the need to bring their child to work. With advanced supervisory approval, children may be brought to the workplace for a brief period of time. Such arrangements are only meant to be temporary in nature. It is at the sole discretion of the supervisor to consider such a request. If an approval is authorized, the child must be supervised at all times due to safety and liability concerns. It is important to note that in all other cases, employees should utilize their annual and or sick leave as appropriate to take care of family matters. Please note that children are not permitted in any area on campus or any university vehicle deemed as a potential hazard or deemed hazardous in accordance with the department of Environmental Health and Safety."

F&S outlines additional requirements regarding children in the workplace:

An employee may not bring a child to work in lieu of arranging for child care. When child care arrangements break down, or school is not in session, the employee should utilize annual leave to care for his or her child at home. Similarly, when a sick child cannot attend school or child care, the employee should utilize sick leave to care for his or her child at home.

Prior to bringing a child to the work place the employee must get permission from his or her supervisor. When a child must be present in the workplace, the employee must immediately notify his or her supervisor that the child is present. The employee assumes full responsibility for the child and for adequate completion of his or her work assignments during the brief time that the child is present. An employee may not ask coworkers to assist with supervision of the child. Children with infectious diseases may not be brought into the office for any reason.

Employees are welcome to make brief visits to the workplace with children who are well on their days off. Children may also be at UCF during university-sponsored events.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 7/19/12