

NORTH CAROLINA WESLEYAN COLLEGE CHILDREN IN THE WORKPLACE POLICY

North Carolina Wesleyan College (NCWC) values its employees and students and recognizes the importance that families fulfill in the lives of employees and students. NCWC also has an obligation to its students, employees, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education.

These guidelines address circumstances under which it is acceptable to bring non-student, minor children to the workplace. In general, employees during their working hours should not bring their children to their place of employment, except as permitted by this policy.

Exemption from policy: Any staff or faculty who live on campus as part of their contract with NCWC is exempt from this policy.

When it is Acceptable to Bring Children without Permission from Supervisor

1. Officially-sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
2. Brief visits, such as an employee bringing a child to introduce to co-workers or following or before a physician's appointment. Children must be supervised by the employee during the visit.
3. Special occasions that are employer-sanctioned and at which attendance by children is encouraged.

Guidelines for Supervisors

A discussion between the employee and supervisor should ensue at the time permission is being requested to go over the following:

1. The parent must accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
2. Consideration must be made to the extent in which the child's presence in the workplace creates a potential danger to the child or exposes the College to liability.
3. Consideration must be made to the extent to which the child's presence in the workplace poses a risk of breach of confidentiality with respect to information in the workplace.
4. Consideration must be made to the extent to which the child's presence in the workplace disrupts or has the potential to disrupt the work.
5. Whether the parent agrees to ensure that the child's presence does not disrupt his or her work or interfere with the workplace activities.
6. Whether the parent agrees that they will not leave the child with another employee.
7. Such other factors as the supervisor deems appropriate.

Unavoidable Absence of Childcare

Regular, repeated visits by children, or visits by children with a known communicable disease is not permitted.

The College acknowledges that despite the range of childcare options available, there may be emergencies or unavoidable rare instances where family responsibility conflicts with work commitments and where all reasonable attempts to make other arrangements have failed. In these type of situations:

1. Employees should contact their supervisor as soon as possible to discuss their situation and to seek permission to bring their child to the workplace. The immediate supervisor may grant up to 3 days of accommodation for the employee and their children due to unforeseen circumstances. If additional time is required, the employee through their supervisor will need to make a request for special consideration by the President's Executive Team.
2. Children may visit College offices and facilities that are not hazardous. Hazardous areas include:
 - a. Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
 - b. Any areas, containing power tools or machinery with exposed moving parts or rotating equipment
 - c. Areas with excessive noise, temperatures, inadequate ventilation or pollutants
 - d. College vehicles: heavy duty or other motorized equipment
 - e. High-risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.)
 - f. Laboratories or work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.
3. Children may not be brought into classrooms with the exception of full-time faculty members who may have an unavoidable childcare issue that would otherwise require class cancellation.
4. Employees must ensure that other users of College facilities are not inconvenienced by the child's presence.
5. The Employee is responsible for the child at all times while on College premises and should be aware that the ultimate responsibility for the behavior and safety of their children rests with them.
6. Supervision should not be delegated to another individual.
7. If an employee and their child are told to vacate the College premises by their supervisor or the Director of Campus Safety and Security, the employee and child are to comply immediately.
8. While each employee and child is responsible for abiding by workplace rules, regulations, policies, and guidelines, supervisors are responsible for oversight and compliance.