

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Children In The Workplace

**1-028
ADMINISTRATIVE
January 2023**

PURPOSE

- 1.01 The purpose of this policy is to establish criteria that permit children to visit their parents (or other relatives) who work at OSU Institute of Technology (OSUIT), protect their welfare and safety, reduce potential liability and risk for the University, and promote an environment in which faculty, staff, and students remain productive.

DEFINITIONS

- 2.01 **“Child”** or **“children”** means a person or persons less than 18 years of age, and not enrolled or admitted for enrollment in classes at OSUIT.

“Employee” means any faculty or staff 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 Office of Risk Management/Vice President of Fiscal Services or any area with hazardous materials, chemicals, equipment or processes. Examples of areas with these characteristics include, but are not limited to:

- Power plants, mechanical rooms, confined spaces, food preparation areas;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment;
- Areas with excessive noise, temperatures, or pollutants;
- University vehicles, heavy duty or other motorized equipment;
- Any other high-risk areas (rooftops, construction zones, etc.)
- Labs or other specialized work areas

POLICY

- 3.01 It is the policy of OSU Institute of Technology (OSUIT) that employees may bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace.
- 3.02 This policy does not apply to approved University programs and events or camps that involve children in education, research, or supervised care. This policy does not apply to children enrolled in the University’s childcare facility.
- 3.03 The workplace may not be used as an alternative for childcare. When childcare arrangements break down, an employee should seek alternatives to bringing the child to the workplace. In such cases, an employee should use appropriate accrued leave hours to care for the child outside of the workplace or contact their supervisor to coordinate a work plan for the day(s) affected.

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- 3.04 Children who have an illness that prevents acceptance by a regular childcare provider or prevents attendance at school, should not be brought to the workplace under any circumstances. The employee may use available sick leave hours to care for the child.

PROCEDURES

- 4.01 An employee must obtain prior approval from their supervisor to bring a child to the workplace. The supervisor has sole discretion and no burden of justification for turning down a request.
- 4.02 Approved visits should be for a defined and limited duration, generally no longer than one (1) hour, and generally not on consecutive days.
- 4.03 The child must remain under parental supervision, within sight and sound of the parent or guardian at all times.
- 4.04 The child's presence must not disrupt the work or school environment or negatively impact productivity.
- 4.05 Children are not allowed in areas containing confidential information.
- 4.06 Children are not permitted to use equipment, including computers and telephones.
- 4.07 Children are not allowed in "high risk areas" as defined in this policy.
- 4.08 The supervisor has the right to request the employee to remove the child if the supervisor determines that this policy has been violated.

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