



University of Wisconsin Oshkosh Policy for Children in the Workplace

Policy Summary

This policy provides guidance to University of Wisconsin Oshkosh divisions and university employees in determining under what conditions it is appropriate to bring a child or children into the workplace.

Scope

This policy applies to an employee bringing a child or children into a campus workplace, regardless of the employee's relationship to the child or children.

This policy does not apply to children while they are in the care of the university childcare program, participating in a university camp or youth enrichment program, or attending university classes in which they are enrolled. This policy does not apply to a child who has a parent with a workplace assignment in which one of the conditions of employment is residency in a campus facility (e.g., live-in residence hall director). This policy does not apply to children who are on campus to use campus resources for their intended purpose (e.g., attend a lecture or performance, conduct research in the library) or to attend an organized event (e.g., social gathering) at which the attendance of children is encouraged. Finally, this policy does not apply to students unless they are "on-the-clock" for a UW Oshkosh job (see GEN 4B.5 (9) for existing guidance on children of students on campus).

Rationale

UW Oshkosh is a family-friendly workplace and supports work-life balance by providing appropriate flexibilities for employees, who may want or need to bring a child or children to the workplace for brief visits or because of family emergencies.

Maintaining the safety and health of University of Wisconsin Oshkosh employees, students, guests, and visitors requires the control of hazardous conditions and prevention of unsafe behaviors. UW Oshkosh personnel routinely take all necessary steps to keep campus facilities safe for the adult population, which is primarily age 17 or above. Parents who bring children to their UW Oshkosh workplace must recognize that campus safety measures are not designed with children in mind.

Policy Detail

This policy addresses the responsibilities of various parties when an employee brings a child or children into the workplace.

An employee may want to bring a child or children into the workplace in certain circumstances, including:

1. Brief visits (e.g., an employee introduces a child or children to co-workers; an employee brings a child or children to work before or after an appointment).
2. In the event of an emergency or extenuating circumstances.

Abuse of policy

Children are not to be brought to work in lieu of extended and regular childcare. In general, the workplace is typically not an appropriate place for non-student, minor children to be present on a frequent or continuing basis. Only in rare circumstances should an instructor bring a child or children into the classroom as they could distract from the primary mission of the University.

High risk areas

Children are not allowed in high-risk areas, as defined in this policy, unless an exception has been agreed to by the supervisor of the area and the institutional risk manager or safety officer.

Employee responsibilities

An employee who brings a child or children into the workplace has the primary responsibility for the protection and welfare of the child or children. In particular, the employee is responsible for:

- understanding the circumstances under which children are allowed in his/her/their specific workplace
- supervising and caring for the child while in the workplace, especially in such a way that the productivity of other employees is not adversely affected
- accepting full responsibility for all aspects of the child's behavior, the child's safety, and for any injury to persons or damage to property that is caused by the child's presence
- refraining from bringing a child with a communicable illness into the workplace
- Notifying their supervisor if the child or children will be present in the workplace for an extended period

Note that, if the employee bringing a child into the workplace is not the parent of the child, ultimate responsibility may revert to the parent(s) or legal guardian(s) of the child.

Other responsibility parties

The employee's supervisor is responsible for monitoring compliance with this policy and for addressing, through normal disciplinary procedures, employee abuse of this policy.

The supervisor has the authority not to allow the presence of children in the workplace in accordance with this policy. Examples include, but are not limited to, determining that a child's presence is unsafe, poses a health risk, may compromise confidential information, prevents the employee from meeting workplace responsibilities or disrupts other employees in the workplace or the education of our students.

Office of Human Resources

- Provides policy oversight to ensure compliance with campus policy
- Conducts periodic reviews of the policy with other stakeholders, as appropriate
- Implements changes to the policy, as necessary

Deans and Directors

- Ensures that the college/school/division consistently applies and complies with the rationale and provisions of this policy

College/School/Division HR

- Ensures consistent application of the policy within the school/college/division

Violation of Policy

Supervisor will follow the progressive discipline process of the institution.

Insurance Coverage

Bringing a child or children into the workplace is generally not part of an employee's job duties and is generally not undertaken as an agent of UW Oshkosh, although rare exceptions may occur. Therefore, an employee who brings a child or children into the workplace may not (and should not expect to) be covered by the University's liability insurance for any negligent or intentional injury related to the child's or children's presence in the workplace.

A child or children as defined by this policy are not covered by the University's liability insurance or worker's compensation programs. A child or children are expected to be covered by their parent's or guardian's health insurance in the event the child or children are hurt or injured while in the workplace.

Supporting Tools

University of Wisconsin Oshkosh Leave Benefits

- Sick Leave - <https://www.wisconsin.edu/ohrwd/benefits/leave/>
- Vacation - <https://www.wisconsin.edu/ohrwd/benefits/leave/>
- Personal and Legal Holidays - <https://www.wisconsin.edu/ohrwd/benefits/leave/>

[Balancing Family & Work: UW Oshkosh Family Related Leave Policies for Faculty, Academic Staff & Limited Appointees](#)

Parenting Resources

- [Parenting Resources](#) (provides employees with information essential as they plan for their family's needs)
- [Children's Center](#) (provides quality and affordable child care to UW Oshkosh students, employees, and the community)
- [Care.com](#) (back-up care providers)
- [Breastfeeding/Lactation](#) (list of lactation rooms on campus)

[UW Oshkosh CIO Responsible Use of Technology Policy](#)

University of Wisconsin Oshkosh Grievance Procedures

- [University Staff Grievance Policy](#) - http://www.uwosh.edu/provost/Main%20Highlight/handbooks/REVISED_UPS_Local_Grievance_Policy.pdf
- [Academic Staff Grievance Policy](#) - <http://www.uwosh.edu/provost/Main%20Highlight/handbooks/online-faculty-staff-handbook/academic-staff/academic-staff-chapter-fifteen/grievances>

- Faculty Grievance Policy - <http://www.uwosh.edu/provost/Main%20Highlight/handbooks/online-faculty-staff-handbook/faculty/faculty-chapter-9/reviewing-faculty-concerns/part-d-faculty-grievances-314>

Definitions

“Child” or “children” means “a person or persons under the age of 18 years of age who is not enrolled in classes at the university.”

“Employee” means anyone employed by UW Oshkosh, regardless of employee category or appointment type.

“High risk area” includes any area with: hazardous levels of radiation; hazardous chemicals or substances; hazardous biological agents or vectors; hazardous equipment or processes, or; other area deemed high risk by the institutional risk manager or safety officer.

Examples include but are not limited to:

- high security areas
- areas that are excluded for general employee or student access
- animal care or animal research facilities
- certain laboratories
- food preparation areas
- construction areas
- fitness centers
- maintenance garages
- mechanical rooms
- steam plants
- trade or machine shops
- university-owned vehicles

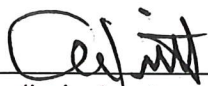
“Management” includes supervisors, managers, department chairs, directors, deans, vice chancellors, provosts, or chancellors.

REVISION HISTORY

12/5/2017	Approved by Faculty Senate
2/20/2018	Approved by OSA Assembly and Senate
3/8/2018	Approved by Senate of Academic Staff
3/14/2018	Approved by University Staff Senate
3/30/2018	Approved by Chancellor

4/4/18

CHANCELLOR’S APPROVAL




 Chancellor’s signature

4/4/2018

 Date

TO: Andrew Leavitt, Chancellor

FROM: John Koker, Interim Provost and Vice Chancellor 

DATE: March 30, 2018

RE: Children in the Workplace Policy

On the recommendations of the Faculty Senate, Senate of Academic Staff, University Staff Senate and OSA Senate, I am recommending your approval of the Children in the Workplace Policy.

I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

JK/eh

Attachment

Approve

Do not approve


Chancellor Signature

4/4/2018
Date