

# DEPAUL UNIVERSITY

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## Children in the Workplace

**Category:** Human Resources

**Responsible Department:** Employee Engagement & Equal Employment Opportunity

**Responsible Officer:** VP, Human Resources

**Effective Date:** 01/03/2019

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### Policy Summary

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The university strives to be a family-friendly workplace and visits by family members and children are welcome on an occasional basis. University employees should avoid bringing their children (under age 18) to the workplace during work hours because of the potential of such visits to interrupt the work of the employee in question, or that of other employees. The university workplace should not serve as a child care location. The university's first responsibility is always to its students.

Bringing children to the workplace should only occur as an unavoidable last resort. Reasonable and clear expectations regarding the presence of children in the workplace should be driven by common sense, and discussed and established within each college and department in advance of such needs. Departmental guidelines must not conflict with university policy.

In no case should children be unsupervised in the work environment. The parent/guardian is solely responsible and cannot ask others to care for, or supervise the child.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects the entire University Community.

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### Policy

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sense, and discussed and established within each college and department in advance of such needs. Departmental guidelines must not conflict with university policy.

*Definitions:*

Parent/Guardian refers to the employee who has responsibility for a child on campus. The responsible person may or may not be the child's parent.

Child refers to a minor under the age of 18 who is not on campus for a university sponsored program or event.

Care breakdown refers to the unexpected change in a care arrangement such as an ill babysitter.

Recognizing that dependent care breakdowns often occur with short notice, families are encouraged to plan their options in advance.

These options should be used when such a care breakdown occurs:

- Staff may use either various paid time ([vacation](#), [floating holiday](#), [flexible work arrangements](#), and [sick pay](#)) or unpaid time to manage these personal situations.
- Faculty may need to work within expectations regarding time off established in their respective college or school.

Parent/Guardian responsibilities:

- The safety and well-being of the child/children are the responsibility of the employee bringing them into the workplace.
- Children must be accompanied by the Parent/Guardian.
- The Parent/Guardian cannot ask another employee (faculty, staff or student employee) to care for, or supervise, the child.
- The Parent/Guardian must not allow the child to interfere with work.
- A child who has an illness which prevents him/her from attending regular day care or school, should not be brought to the workplace.

Supervisor, Chairperson, or Administrator responsibilities:

- Communicate college or department expectations regarding children in the workplace.
- If disruption in the workplace occurs, or is reported, she/he may ask the parent/guardian to take the child from the workplace.

An employee with a concern regarding the application of the policy has four options:

- Speak with the supervisor or administrator of the Parent/Guardian;
- Speak with the college or department's academic or administrative officer;
- If not practicable, report the alleged policy violation in accordance with the [Reporting Misconduct](#) policy; or
- Alternatively, an employee may consult with Human Resources.

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## Procedures

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These procedures outline when, as an unavoidable last resort, a Parent/Guardian needs to bring a child to the workplace. The steps for an employee who needs to report an alleged violation are also provided. It is recommended that colleges and departments discuss expectations within their area.

Parent/Guardian responsibilities:

- As a last resort, may bring a child to the workplace in accordance with college or department expectations.

How an employee may address a workplace impact:

- If the child's presence is impacting the workplace, the alleged policy violation should be communicated to the supervisor or administrator of the Parent/Guardian.
- If the supervisor or administrator is not available, the issue should be communicated to the appropriate academic or administrative officer of the area.
- If the above options are not practicable, an employee may report the alleged policy violation in accordance with the [Reporting Misconduct](#) policy.
- Alternatively, an employee may consult with Human Resources, if needed.

Supervisor/administrator or academic/administrative officer responsibilities:

- Resolve reported negative impacts to maintain workplace productivity, up to and including the Parent/Guardian's removal of the child from the workplace.
- Consult with Human Resources.

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## Divisional Collaborations

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None.

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## Contact Information

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### Office of Human Resources

#### Mailing Address:

1 East Jackson Boulevard  
Chicago, Illinois 60604

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13th Floor  
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## Appendices

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None.

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## **History/Revisions**

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Origination Date: 06/17/2010

Last Amended Date: 01/03/2019

Next Review Date: N/A