



Children in the Workplace

POLICY

While Full Life is sensitive to the needs of working parents, caring for children while at work on a regular basis as a substitute for childcare is not permitted. Employees may occasionally experience the need to bring children to the workplace. The following procedures are established to clarify Full Life policy in such situations.

The only exceptions to this policy are:

1. On the occasion of a special Full Life event to which families are invited,
2. When interactions and activities with the children of a Full Life employee are chosen by a participant and his or her circle of support, and the safety and well-being of children and participant are assured.

PROCEDURE

Caring for children in the workplace on an emergency basis is allowable on an infrequent basis of short term duration, providing it is essential for the employee to be at work. Approval may be granted by the Executive Director if all of the following conditions are met:

1. The employee's need to bring the child to work is urgent, compelling, not recurring and of short duration.
2. The only alternative to bringing the child to work is the employee's absence from the workplace.
3. Full Life derives an immediate, identifiable benefit from the employee being at work.
4. Arrangements for the safety and supervision of the child are satisfactory to the Executive Director.
5. It is clear to the Executive Director that distractions for the parent, participants and other employees are minimal.

GUIDELINES

- A. Parents are solely responsible for actions of their children while on Full Life property.

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- B. If approval is granted for an exception, and the Executive Director determines that one or more of the above conditions ceases to be the case, the employee will be directed to leave the workplace. The employee must use PTO for the period of time for which the employee originally had approval to bring the child to the workplace.

Approved by the Board of Directors on _____