

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: \_\_\_\_\_

Subject: Children in the Workplace

Page 1 of 1

Date Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

---

**Statement:** This policy applies to all students, faculty and staff of the University of Central Arkansas. UCA makes every effort to provide a family-friendly environment for its students, faculty and staff and encourages children to participate in family- and youth-oriented programs on campus. The University understands that brief and infrequent visits by children of faculty, staff and students to campus and facilities occur for a variety of reasons (such as on-campus events, entertainment, meals and other activities). While it is not the policy to restrict visits by children for such activities, the frequent, regular or extended presence of children during work hours is not permitted due to (i) the potential for interruption of work; (ii) health and safety concerns; and (iii) liability to the University.

The University's employment policies and benefits strive to help employees balance work and family responsibilities. When schedules allow, the University encourages supervisors to be flexible in granting accrued leave to employees who need to address family matters. Offices, work spaces and classrooms, however, are not designed with the safety and well-being of children in mind. Thus, it is not appropriate to bring children to work or class in lieu of making childcare arrangements.

**Guidelines:**

1. Bringing children (those persons under the age of 18 years and not enrolled as a student at UCA) to work is not to be an alternative to childcare. Bringing a child to the workplace on a regular and recurrent basis during school breaks or after school is not appropriate.
2. The presence of a child cannot interrupt or disrupt the workplace, or negatively affect the employee, or other faculty, staff or students.
3. Children may not be present at anytime in areas of machinery or in an area that is potentially hazardous.
4. Any employee bringing a child to the workplace should notify and receive the approval of his/her supervisor. At all times, children remain the sole responsibility

of the parent. The employee (parent) shall not ask any other student, employee or person to supervise the child.

5. The employee's supervisor may ask the employee to remove the child from the workplace at anytime the supervisor determines that the child's presence is disruptive or interferes with the work performed, or there are health or safety risks.
6. Any child with an illness that prevents the child from going to a child care facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances.
7. As a general rule, students are not allowed to bring children into the classroom. Limited exceptions may be granted by the supervising faculty member in the case of an emergency or other exigent circumstance.
8. These guidelines do not prohibit children enrolled at the UCA Child Study Center from being in authorized areas of the University with proper adult supervision.
9. These guidelines do not prohibit children from participating in University-sponsored events or programs that are intended for children or community participation.
10. These guidelines do not prohibit the children of employees who live on campus from being in authorized areas of the University with proper adult supervision.