**Responsible Official: Executive Director**

**Responsible Office: Research and Public Service**

**Effective Date: June 01, 2016**

**Revision Date:**

Reason for the Policy:

**Children in the Workplace**

The presence of children in the workplace with the employee parent during the employee’s workday is inappropriate and is to be avoided. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the Corporation’s professional work environment.

Consideration will not be given to allowing a child with an illness to come to work with the employee.

**Violations.** Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

**For purposes of this policy:**

“Child” or “children” means a person or persons less than 18 years of age

 “Employee” means any employee who has responsibility for a child while in the workplace

 regardless of the employee’s relationship to the child.