

Kingsborough Community College

Policy & Procedure for Bringing Children to Work

Kingsborough Community College has an obligation to its students, employees, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education.

In general, employees during their working hours are prohibited from bringing children to their place of employment, except as permitted by this policy.

The College is committed to promoting an equitable culture that is supportive of the needs and career aspirations of employees and creating "family friendly" work strategies to assist staff trying to balance the various demands of work and family responsibilities. The College acknowledges that despite the range of childcare options available, there may be emergencies and unavoidable rare instances where family responsibility conflicts with work commitments and where all reasonable attempts to make alternative arrangements have been unsuccessful. Accordingly, the College has established the following rules concerning bringing children to work:

Consider all the options first. The College provides different types of leave to cover a variety of situations. Supervisors should, after carefully considering the needs of their Department, be as accommodating as possible in granting leave to the employee as an alternative in such instances.

Regular, repeated visits by children are not permitted.

Children with a known communicable disease cannot be brought to campus.

- Employees should **contact their immediate manager/supervisor** (preferably in advance or as soon as possible) to discuss their situation and to seek permission to have the child accompany the employee to the workplace.
- Children may visit College offices and facilities that are **not hazardous**. They may not visit laboratories and areas that are intrinsically hazardous.
- Children may **not** be brought into classrooms.
- Employees must ensure that other users of College facilities are not inconvenienced by the dependent's presence.

- Children brought into the College must be under the direct supervision of the accompanying employee at all times they are present on College premises. Supervision should **not** be delegated to another individual.
- Employees must be aware that the ultimate responsibility for the behavior and safety of their children rests with them.
- If at any time an employee and their child are directed to vacate the College premises by their manager/supervisor or a member of Public Safety/Security, the employee and child are to comply immediately.
- While each employee and child is responsible for abiding by workplace rules, regulations, policies, and guidelines, **managers and supervisors are responsible for oversight and compliance.**