



The Office of  
Human Resources

## Children in the Workplace (6.8.1)

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### PURPOSE

Tennessee State University is a state-supported university committed to developing student excellence and promoting an educational environment conducive to learning. To achieve these objectives, university policy prohibits the presence of children in the workplace for other than official university activities involving children. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work.

### POLICY

This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce personal and property liability, and help to promote the learning environment of the university. The University does not accept any liability for injuries to children who are on campus in violation of this policy.

### PROCEDURE

- A. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness, and legal liability, as well as sudden emergencies posed by the presence of children in the workplace. Therefore, ***university employees are prohibited from bringing minor children on campus during working hours.***
- B. It is the responsibility of managers and supervisors to ensure that the work of the campus is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions.
- C. It is inappropriate to allow workplace visits by children, whether supervised or unsupervised.
- D. Supervisors may grant exception for a temporary, unforeseen emergency, but no parent or relative can have a child in the workplace without the supervisor's permission or use the

workplace as an alternative to childcare or for any other purpose. When authorized, the accompanying adult must supervise the children at all times.

- E. Supervisors may direct an employee to remove a child from the workplace. In this event, the employee will be charged with leave for any time that he or she is absent from his/her assigned station. Supervisors may make exceptions for holiday parties and “Take Your Child to Work Day.”
- F. No minor may ever be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, human-derived materials, radioactive materials, etc., are located); such prohibited areas include workshops and laboratories, areas where chemicals are stored, and plant rooms.
- G. Children exhibiting symptoms of potentially contagious illnesses should not be brought into the workplace. Provision for sick children should be made within the context of various forms of leave available to staff:
  - a. leave relating to caring for a sick family member (sick leave)
  - b. annual leave
  - c. unpaid leave

No child can be left unaccompanied by an adult in the work place, and any employee who brings a child to the work place and leaves him or her unattended in an office, room, hall, lounge, restroom, lunch area or elsewhere will be subject to discipline, up to and including termination.

- H. Institutional computers are university property and vital equipment, intended for use only by employees in the course and scope of assigned duties. Computers are not to be used as a toy or entertainment for visiting children.

As used in this policy, the terms “minor” and “children” are defined as any individual who has not reached the age of 18. For purposes of this policy, difficulty or inability in arranging childcare does not constitute an emergency.

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## **REFERENCE**

Updated 4/2014