

The Baruch College Faculty Handbook

Children on Campus

Last updated on 12/23/2014

Regarding Children on Campus (Policy and Procedures)

In the Fall of 1999, the College established a policy regarding the issue of employees bringing children on campus. I take this opportunity to remind you of that policy, clarify it, and appreciate your continued cooperation in observing it. For the purposes of this policy, a "child" is defined as a person below the age of 18 years old.

POLICY

Baruch 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 are prohibited from bringing children on campus except as permitted by this policy to ensure that employees, students and visitors are not exposed to harm or risks to their health, safety, and welfare. Children in the workplace create potential liabilities for the College, Departments, Offices, and managers themselves. Due to the potential health risks to others, children with a communicable illness cannot be brought to campus.

However, Baruch College, as an equal opportunity employer, is committed to equal access to employment conditions regardless of an individual's status with respect to other family members or dependent care. Moreover, 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.

PROCEDURES

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.

- **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 the Department, be as accommodating as possible in granting or advancing leave to the employee as an alternative in such instances.
- 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 regardless of the destination of the employee and child on campus.

- Employees **must receive approval from their immediate manager or supervisor regardless of their destination** and only after that manager or supervisor has secured permission from the manager or supervisor of the intended destination.
- Child 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 these 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.
- Employees must **sign** their children **in and out** at public safety/security desks as any other visitor, clearly indicating their destination and contact number at that location. On the rare occasion of these visits, children will be subject to the same conditions as any other 'visitor' to the College.
- Public Safety/Security should have been provided with a copy of the **approval form** signed by the employee's Manager/Supervisor before the employee and child arrives. The form can be faxed to Public Safety at (646)660-6001. Employees should retain the original of this form.
- 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, for any reason, 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**. As a courtesy, a copy of this policy should be conspicuously posted as well as distributed to the members of your department.