

# Procedure: 4.3.2p7. (III.L.7)

## Children in the Workplace

**Revised:** October 29, 2014

**Last Reviewed:** October 29, 2014

**Adopted:** October 29, 2014



### I. PURPOSE:

The State of Georgia (through its benefits and leave programs) and the Technical College of Georgia (TCSG) (through employment-related policies, procedures, and programs) seek to provide a work-life balance which is supportive of employees and their family. The TCSG cannot, however, permit the continued or reoccurring presence of children in the workplace due to potential legal liability, health and safety concerns, and/or the potential disruption to other employees and/or to TCSG operations. For these reasons, children may not be brought to the workplace except in the circumstances referenced in Paragraph VI.A.1.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

### III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### IV. DEFINITIONS:

**Child:** any individual under the age of eighteen (18).

### V. ATTACHMENTS: N/A

### VI. PROCEDURE:

#### A. General Provisions:

1. A child may not be brought to the workplace except in the following circumstances:
  - a. an emergency situation referenced in Paragraph VI.A.7.;
  - b. when a child is enrolled in a technical college's child enrichment center or group day care home;
  - c. when a child is participating in a technical college dual enrollment program or in a live work project (e.g., as a client receiving dental hygiene or cosmetology services);
  - d. when a child is present for a brief visit (e.g., a visit in conjunction with a school activity or holiday, the time period before or immediately after a

- scheduled doctor's appointment – provided the child is not contagious);  
or,
- e. in conjunction with an activity that is specifically scheduled and designed for the child's or children's benefit.
2. A child may not be present in the workplace on a regular or reoccurring basis such as after school or on school holidays.
  3. Any child having an illness or an infectious disease that prevents him/her from attending a child care facility, being kept by a child care provider, or from attending school may not be brought to the workplace.
  4. The workplace may not be used as a substitute for regular childcare; therefore, if an employee must attend to his/her child and short-term childcare arrangements cannot be made, the employee should request leave to accommodate the child/children pursuant to the TCSG Leave Procedure (Policy: 4.5.2.) to include, as applicable, the use of accumulated FLSA compensatory time. If an employee has no accrued leave or, as applicable, accumulated FLSA compensatory time, the employee may request to be placed on authorized leave without pay for the absence.
  5. An employee who brings a child to the workplace is responsible for the child's safety and behavior and should not leave the child unattended. The TCSG does not accept responsibility/liability for any injury to a child visiting any TCSG workplace. Additionally, the employee is also financially responsible for any damages caused by a child in the workplace.
  6. A child is not permitted in any area of the System Office or a technical college that is potentially hazardous or high-risk including, but not limited to: mechanical rooms; areas/work rooms where chemicals are stored; workshops/work areas/laboratories associated with an academic program (e.g., welding, construction, automotive, air conditioning, etc.); areas containing power tools or machinery, including those with exposed moving parts; and, food preparation areas to include those associated with a technical college culinary arts program.
  7. In an emergency situation (e.g., when an employee cannot be absent from work due to work load demands), an employee's immediate supervisor, reviewing manager or other TCSG official may grant an exception to this general prohibition for one or more scheduled work day(s). If an exception is granted, the employee is responsible for supervising his/her child while he/she is in the workplace and must ensure that the child is not disruptive to other employees. NOTE: an exception will not be considered for a child with an infectious disease/condition.
  8. A supervisor, reviewing manager, or TCSG official may direct an employee to remove a child from the workplace at any time if it is determined that the provisions of this procedure have not been followed.

**VII. RECORD RETENTION: N/A**