

# Children in the Workplace

The purpose of this policy is to provide guidance for creating a supportive working environment for employees to meet family obligations, as Minot State University values family life. MSU has developed a policy to establish guidelines for children in the workplace in order to minimize potential liability to MSU, risk of harm to children, and distractions or disruptions to students, faculty, and staff.

1. Children visiting campus must be under direct supervision at all times. The presence of a child cannot disrupt the work environment or negatively affect the productivity of the employee and/or students.
2. Children should not be brought to the workplace as a replacement for childcare services. MSU recognizes that unexpected family situations may arise during normal working hours that require the employee's attention. Supervisors should be cognizant of this and may allow employees to work flexible schedules and/or take applicable leave pursuant to policies:
  - a. MiSU Annual Leave policy
  - b. SBHE Policy 7 Dependent Sick Leave Policy
  - c. SBHE Policy 22 Family (FMLA) Leave Policy
  - d. SBHE Policy 21 Leave Without Pay Policy
3. Due to potential health risks to others, children that are ill cannot be brought to campus. Up to 80 hours of sick leave can be used towards dependent care. SBHE Policy 7.
4. Bringing children to the workplace on a recurrent basis during their school breaks, child illness, closures, before/after school care, or lack of child care is not appropriate.
5. In those circumstances where it is necessary for employees to bring a child to campus, permission must be sought from the appropriate supervisor and/or VP.
  - a. Any request by a supervisor or other appropriate university official that the child leave the classroom or other workspace must be honored immediately.
6. Children will not be permitted to use computers on campus that are not already designated for public use.