



**Children in the Workplace Policy #1710.055**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 2005	February 12, 2024	Division of human Resources Employee & Labor Relations

**POLICY STATEMENT**

Employees with dependent children are expected to make regular arrangements for proper care of their children while at work.

The University must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, and legal liability as well as sudden emergencies, posed by the presence of children in the workplace. Therefore, University employees are prohibited from bringing children on campus during working hours.

Supervisors may grant permission for a temporary, unforeseen emergency, but no parent 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. However, children exhibiting symptoms of potentially contagious illnesses will not be allowed.

If bringing a child to work/campus with the employee is unavoidable, the employee must obtain permission from his/her supervisor to have the child accompany the employee while working. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee’s area, and any possible disruption to the employee’s and co-worker’s work. When authorized, the accompanying adult must always supervise the child.

Supervisors may direct an employee to remove a child from the workplace. No child may be left unaccompanied by an adult in the workplace, and any employee who brings a child to the workplace 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.

Children may not be allowed in 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, plant rooms.

Children are not permitted to ride on university golf carts or utility vehicles or to accompany



employees on business trips, activities, and programs.

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

Flexible work arrangements shall not be used as a substitute for dependent and/or childcare. Employees participating in flexible work arrangements are expected to make dependent and/or childcare arrangements during employee’s work hours.

The University does not accept any liability for injuries to children who are on campus in violation of this policy.

*Florida International University, as a member of the State University System of Florida, is an Equal Opportunity, Equal Access Affirmative Action Employer. FIU prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other protected categories. The University’s commitment extends to its programs and activities, applicants, students, and employees.*

**SCOPE**

This policy is applicable to all university faculty and staff.

**REASON FOR POLICY**

To provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee) may be present within the Florida International university (FIU) workplace.

**DEFINITIONS**

TERM	DEFINITIONS
Children	Any individual under 17 who is not registered as a Florida International University student.
Campus	Any building or property owned or controlled by Florida International University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, the University’s educational purposes (including residence halls) and property within the same reasonably contiguous geographic area of the University that is owned by the University but controlled by another person, is used by students, and supports the University’s purposes (such as food or other retail vendor). At Florida



	International University, as of the effective date of this policy, “Campuses” include, without limitation, the Modesto A. Maidique Campus, the Biscayne Bay Campus, the Engineering Center, the FIU at I-75; the Miami Beach Urban Studios (MBUS) on South Beach; the Marriott Tianjin China Program; Aquarius, The Wolfsonian; The Jewish Museum of Florida-FIU; the Metropolitan Center, FIU Downtown on Brickell, and the Rookery Bay National Estuarine Research Reserve; and any other location that may be acquired or established after the posting of this policy.
Workplace	A workplace refers to a location or environment where individuals engage in tasks and responsibilities assigned by their employer. This setting can vary widely based on the nature of the job, spanning from indoor office spaces to open-air sites and home office depending on the type of work being conducted.

<b>ROLES AND RESPONSIBILITIES</b>	
	<p><b>Employee:</b> will seek permission from their supervisor before bringing their child to work. The employee will simultaneously look for appropriate childcare to minimize the time the child is at the workplace.</p> <p><b>Supervisor:</b> will review request and proceed accordingly. The supervisor may grant permission for emergencies only and only for the time of the emergency.</p>

<b>RELATED RESOURCES</b>	
N/ A	

<b>CONTACTS</b>	
<p>Florida International University          Division of Human Resources          Employee &amp; Labor Relations, PC 236          Miami, FL 33199          Telephone: 305-348-4186          email: ELR@fiu.edu</p>	

<b>HISTORY</b>	
<p><b>Initial Effective Date:</b> July 2005  <b>Review Dates</b> (<i>review performed, no updates</i>): N/ A  <b>Revision Dates</b> (<i>updates made to document</i>): February 12, 2021; February 12, 2024.</p>	