



## Children In The Workplace

Adopted 03/06

**Human Resources**

**Administrative Policy TBD**

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### **1.0 Children In The Workplace Objectives and Responsibilities**

Columbia Basin College (CBC) values family and work/life balance. Our employment policies and benefits are indicative of our beliefs. CBC believes in an environment that is conducive to student learning; therefore, the workplace should not be used in lieu of child care.

### **2.0 Scope**

This policy applies to all College employees.

### **3.0 General**

It is inappropriate for minor children of employees, and other minor relatives of employees, to be in the workplace during hours of campus operation and when the employee is scheduled to perform his or her duties. Minor children and other minor relatives on campus for a short period of time must be under the direct and immediate supervision of the employee. Employees are not to take responsibility for another employee's child or other minor relative in the workplace.

CBC is sensitive to our employees' child-related circumstances; however, CBC can not permit children to remain unattended or unsupervised in the workplace because of potential for legal liability and decreased student learning. Exceptions to this Policy are permitted under extenuating circumstances and with written approval from the Human Resources Office. This Policy is not intended to prohibit children or other minors and family members from being in the workplace during College-sponsored events. As necessary, supervisors may grant leave at their discretion in emergency or unforeseen circumstances related to child care needs.