



## **Children in the Workplace**

The University of Nebraska at Omaha values an atmosphere that fosters a work-life balance between work and family responsibilities. UNO believes in an environment that is conducive to work, and in which health and safety concerns of employees are respected and disruptions are minimized. To that end, UNO does not permit the presence of children [biological, adopted, a stepchild, foster child, or ward] in the workplace in lieu of child care arrangements. The presence of children, visitors or family members during work hours, except for an occasional basis for a brief visit, is to be avoided.

As a rule, it is inappropriate for children to be in the work place on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and a staff member must bring a child to the workplace, advance approval should be obtained from the supervisor and the duration of the child's visit to the workplace should be kept to a minimum. It is essential that parents or guardians provide close, constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace.

Parents or guardians are responsible for childcare arrangements and planning alternatives for childcare. Parents or guardians may use vacation time when childcare issues arise.

In the unavoidable circumstance when a child must be in the workplace, under no circumstances may the child have access to any confidential information, including student educational information, patient/health care information, or proprietary information. This prohibition cannot be waived by the department supervisor.

It is important to note that because of some work environments and the duties of the parent or guardian, children cannot be permitted in the work area at anytime. There are areas of the University where hazardous materials or equipment are located, or where hazardous operations are conducted. These include laboratories, shops, animal areas, patient care, power plants, etc. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under eighteen (18) are not allowed in these areas. Exceptions may be granted for job shadowing, guided tours or other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

Because of child labor laws, under no circumstances should a child under the age of sixteen (16) be allowed to perform work for the University.

Any employee or guardian who brings his or her child into the workplace without approval of the supervisor will be requested to leave and either use available vacation leave or leave without pay. Individuals who fail to cooperate shall be subject to appropriate disciplinary action.

This policy is in accordance with the Health Insurance Portability and Accountability Act (HIPAA), Nebraska Child Labor Laws, section 6.8 of the Bylaws of the Board of Regents, Addendum "A" Statement of Self-Insurance Coverage provided by the University of Nebraska General Self-Insurance Program *Board of Regents Policies*. It is effective November 9, 2009.

The Director of Human Resources is responsible for the administration of this policy at the campus level. Department management is responsible for policy adherence within their departments.