



Children in the Workplace

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Scope

This policy applies to all University of Nebraska at Omaha (UNO) employees.

Policy Statement

It is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when daycare 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 must 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, if available, when childcare issues arise.

Reason for Policy

UNO values an atmosphere that fosters a healthy work/life balance between job and family responsibilities. UNO believes in a professional 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 childcare arrangements. The presence of children, visitors, or family members during work hours, except for on an occasional basis for a brief visit, is to be avoided.

Procedures

In the rare and 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. The department supervisor cannot waive this prohibition.

In some areas of UNO where hazardous materials or equipment are located, or where hazardous operations are conducted, children cannot be permitted in the work area at any time. These areas include, but are not limited to, laboratories, shops, animal areas, and power plants. Since the risk of accident or injury in these areas is increased, children under eighteen (18) are not allowed in these areas. Exceptions may be granted for

job shadowing, guided tours, and other reasons if appropriate precautionary measures are taken, including written consent of parent or guardian, and direct adult supervision.

In the event an employee has an approved Alternate Worksite Agreement and works remotely from their home, childcare should be arranged so the employee is not caring for children during working hours. Children should not have access to the University of Nebraska or UNO property or materials existing in the home office environment. Additionally, children are not allowed to use University of Nebraska or UNO computers or peripherals (printers, copiers, etc.).

Under no circumstances should a child under the age of sixteen (16) be allowed to perform work for UNO.

Any employee or guardian who brings his or her child into the workplace without approval of the supervisor may 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. Department management, in consultation with Human Resources, is responsible for policy adherence within their departments.

Related Information

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. The Director of Human Resources is responsible for the administration of this policy at the campus level.

History

This policy was developed and approved on November 9, 2009. This draft is a proposed revision of that policy. (Current policy may be found [here](#)).