



## **Children in the Workplace**

The Archdiocese of Cincinnati does not permit the presence of children 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. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work. Parents may use vacation time when childcare issues arise.

As a rule, 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 day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and an employee 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 provide close constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace.

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 but not limited to personnel information, student educational information, or proprietary information. This prohibition cannot be waived by the department manager or supervisor.

Any employee that brings their child into the workplace without approval of their supervisor will be requested to leave and use available vacation, emergency leave or leave without pay. Individuals that fail to cooperate shall be subject to appropriate disciplinary action.

### **Liability Issues**

Liability issues surrounding the actions of employees' children while in the workplace can complicate the insurance claim process should accidents occur. A company's liability insurance may not cover injuries to children in areas of the business deemed suitable for employees only. Additionally, worker's compensation insurance only covers traditional employees -- not children in the office.

### **Employee Productivity**

This guideline emphasizes that the Archdiocese of Cincinnati is a place of business first and foremost. Employees watching children at the office cannot focus on the job as well as workers without children. Workers who can't live up to business productivity expectations risk disciplinary action or termination.

