

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Children in the Workplace

Policy Number: 1110

Origination Date: 08/01/2012

Revision Date:

Policy

Kids Central, in an effort to maintain customer service and employee satisfaction and retention, allows employees to bring their children to work. This flexible work environment allows employees to come to work and serve clients when normally they may have stayed home and it also allows them to share their work life with their children.

PROCEDURE:

1. Employees must get advanced approval from their supervisor before bringing their children to work. Employees and supervisors must consider scheduled activities for the day and determine if they are children appropriate. Having their children at work, does not alleviate the employee's responsible for completing their work.
2. Employees are not allowed to bring ill children to work. Employees are provided paid time off to tend to ill children.
3. Children in the workplace must be supervised at all times and must not disrupt the work of others. Employees who bring their children to work are solely responsible for their safety while in the workplace.
4. If employees feel their work is disrupted by co-workers' children, they should discuss it with their supervisor. If resolution is not satisfactory to the employee, he/she can ask Human Resources to facilitate resolution.
5. Employees must use responsible judgment about the frequency of children visits. If the frequency, length or nature of children visits becomes problematic, the employee will be advised of the situation by his/her supervisor.
6. Employees are not permitted to give building security codes to their children.
7. Employees must clean up after their children and/or assume responsibility for damages caused by their children.

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Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date