



OLD DOMINION UNIVERSITY

University Policy

Policy #6702

POLICY ON CHILDREN IN THE WORKPLACE

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: June 24, 2010

A. PURPOSE

The purpose of this policy is to establish guidelines for children in the workplace in order to minimize potential liability to the University, risk of harm to children, and decreased employee productivity due to distractions and disruptions.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Minor children – persons under the age of 18

D. SCOPE

This policy applies to all employees and volunteers. Employees include all staff, administrators, faculty, full- or part-time, classified or non-classified persons who are paid by the University.

E. POLICY STATEMENT

Old Dominion University believes in an environment that is conducive to work; therefore, the workplace shall not be used in lieu of childcare. Office and work space is not designed with the safety of children in mind. There are safety hazards and possible university and supervisory liability in the event of accident or injury. Although the University strives to be a family-friendly environment, it is not appropriate to bring children to work as a substitute for making arrangements for regular childcare while at work.

Minor children and family members are not prohibited from being in the workplace during university-sponsored events intended for children and/or families or community participation.

F. PROCEDURES

1. There may be occasions when brief visits by minor children are necessary. These visits are at the supervisor's discretion and the employee should receive prior permission before bringing a minor child to the workplace. In these circumstances, children will be the responsibility of the employee while in the workplace.
2. Supervisors may make an exception for a temporary, unforeseen emergency, but no employee may have a child in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. As necessary, supervisors may grant leave or flexible hours, at their discretion, in order for employees to deal with emergency or unforeseen circumstances.
3. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace.
 - a. No minor child may ever be allowed into an area that is potentially hazardous.
 - b. Children exhibiting symptoms of potentially contagious illnesses shall not be brought into the workplace.

G. RESPONSIBLE OFFICER

Director of Human Resources

H. RELATED INFORMATION

[University Policy 6202 – Telework Policy](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer Signature

Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Policy Review Committee (PRC),
Chair Signature

August 25, 2009
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Glenda Humphreys
Responsible Oversight Executive Signature

June 23, 2010
Date

Presidential Approval:

/s/ John R. Broderick
President

June 24, 2010
Date

Policy Revision Dates: June 1, 2006; June 24, 2010

Scheduled Review Date: June 24, 2015