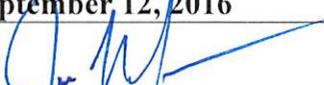


120
CHILDCARE IN THE WORKPLACE

Revision Number: 0	Effective Date: September 12, 2016
Revision Date: May 12, 2016	Issue Date: September 12, 2016
Supersedes: N/A	Approvals: HR Director:  Commission: 

PURPOSE

Working adults encounter several challenges with respect to parental responsibilities. It is in Uintah County's best interest to accommodate employees with parental and custodial responsibilities as long as the accommodation does not create a negative, unsafe, imbalanced, or unproductive working environment.

SCOPE

This policy establishes the rights and responsibilities of both employee and employer with regard to children in the workplace, breastfeeding, and expressing breast milk (lactation).

CROSS REFERENCE

Working Hours, Policy 300
Sexual Harassment & Discrimination, Policy 510
Utah Code Annotated 34-49-2

POLICY AND PROCEDURE

1. Children in the Workplace

The presence of children in the workplace during the workday of a parent or caregiver is usually distracting, unprofessional, or inappropriate. Bringing children to work should be avoided except in urgent or emergency situations.

- A. If an employee desires to bring a child to the workplace, the employee shall contact his/her supervisor prior to the shift and obtain permission to have the child accompany the employee while working.
- B. A child brought to the workplace will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times. The employee must supervise the children at all times and not expect coworkers to care for the children. The employee must ensure that all work related health and safety laws are followed at all times.
- C. Children may attend family-friendly office parties or picnics when they are explicitly welcome. Employees may bring children to visit their worksites,

provided that the visits are infrequent and planned in a fashion that limits disruption to the workplace.

- D. Under no circumstance will the employee knowingly bring a child with an illness or communicable disease to work.
- E. An employee may have the opportunity to be a “mentor” to a minor child for educational purposes. In these cases, the employee shall obtain proper permission from the minors’ guardian and receive approval by his/her supervisor prior to the mentoring activities.

2. Breastfeeding & Lactation

A. Employee Responsibilities

- 1. For up to one (1) year from the child’s date of birth, employees shall be permitted to breast feed their children or express breast milk (lactation). The employee shall submit a request for accommodation for breastfeeding and/or lactation in writing prior to receiving any direction from the supervisor.
- 2. The employee shall, in writing, notify the supervisor of any requested changes or modifications to the accommodation.
- 3. If the employee stores breast milk in a public refrigerator, it shall be clearly labeled and removed at the end of each day.

B. Supervisors Responsibilities

- 1. Supervisors shall confer with a requesting employee and permit her to express breast milk, preferably during normal rest or meal periods. Generally, a cumulative total of thirty (30) minutes shall be granted. Exceptions may be granted by the supervisor prior to the need for breastfeeding or lactation. Any such time exceeding the regularly scheduled break time will be authorized by the supervisor and unpaid.
- 2. A supervisor shall provide the employee with a shielded and private location, free from intrusion from co-workers and the public. The location must be in close proximity to the employee’s work area, must be clean and sanitary (shall not be a restroom).
- 3. The location provided by the supervisor shall have an electrical outlet and a refrigerator or freezer suitable for the temporary storage of the employee’s breast milk. If a refrigerator or freezer is not feasible, the supervisor shall provide a nonelectric insulated container for temporary storage.