

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Children in the Workplace</b>	<i>Number:</i> <b>T 219</b>	<i>Page(s):</i> <b>1</b>
	<i>Date:</i> <b>October 6, 2016</b>	

### PURPOSE

Vermont Technical College values family and work/life balance. Our employment policies and benefits are indicative of our beliefs. Vermont Technical College believes and supports a work environment that is safe, respectful and conducive to work; therefore the workplace should not be used in lieu of child care.

### STATEMENT OF POLICY


It is the policy of Vermont Technical College that minor children and other minor relatives of College employees are not to be in the workplace during working hours on a regular basis. This policy has been implemented to minimize risk of harm to the minor children, prevent decreased employee productivity and the productivity of colleagues due to distractions and disruptions, and to minimize potential liability to the College.

It is recognized that there can be extenuating circumstances when it is necessary for an employee to have a child in the workplace for a short period of time; emergency or short term closure or cancellation of school or daycare providers for example. As necessary, managers and supervisors may grant leave at their discretion in emergency or unforeseen circumstances. This policy is not intended to prohibit children or other minors and family members from being in the workplace during College-sponsored events. Employees are encouraged to bring children to these events with supervision as appropriate.

Exceptions to this policy are permitted under extenuating circumstances for short duration with supervisor approval. Requests of extended periods (defined as beyond two days) for children to be in the workplace must go to the President or his/her designee.

### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) October 6, 2016

Signed By:  Patricia Moulton President
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