



## Procedure 6.4: Minors [Children] In Workplace

Volume 6

Managing Office: Office of Human Resources

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### I. PURPOSE

Alabama A&M University is a state-assisted university committed to developing student excellence and promoting an educational environment conducive to learning. To achieve these objectives, university procedures prohibit the presence of minors (children) in the workplace and at off-campus sites or travel routes associated with university business, provided that the minors are not present for official university activities involving minors. Employees with dependent minors are expected to make regular arrangements for proper care of their minors while at work.

This procedure is established to avoid disruptions in job assignments and duties of the employee and colleagues/co-workers, reduce personal and property liability, and help promote the educational environment of the university.

### II. DEFINITIONS

1. "Employees" means all individuals receiving any form of monetary compensation from AAMU. Employees includes, but is not limited to, full-time and part-time staff; full-time and part-time faculty (including adjunct or temporary faculty); undergraduate and graduate student employees; and temporary or contract personnel.
2. "Minors" means all persons all persons who have not reached the age of eighteen (18) years and legal dependents of employees of age.

### III. PROCEDURES

1. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness, and legal liability, as well as sudden emergency, posed by the presence of minors (children) in the workplace. Therefore, **university employees are prohibited from bringing minors on campus during working hours.**
2. It is the responsibility of managers and supervisors to ensure that the work of the campus is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions.

3. It is inappropriate to allow workplace visits by minors (children), whether supervised or unsupervised.
4. Supervisors may grant a one-time exception for a temporary, unforeseen emergency, but no parent or relative can have a minor in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. When authorized, the accompanying adult must supervise the minor at all times.
5. Supervisors may direct an employee to remove a minor from the workplace. In this event, the employee will be charged with leave for any time that he or she is absent from his/her assigned station. Supervisors may, at their discretion, make exceptions for holiday parties and "Take Your Child to Work Day."
6. No minor may ever be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, human-derived materials, radioactive materials, etc., are located); such prohibited areas include, but are not limited, workshops and laboratories, areas where chemicals are stored, physical facilities buildings/workshops, and plant rooms.
7. Minors exhibiting symptoms of potentially contagious illnesses must not be brought into the workplace. Provision for sick children should be made within the context of various forms of leave available to personnel: leave relating to caring for a sick family member (sick leave), annual leave, or unpaid leave.
8. AAMU computers, copiers, fax machines, typewriters, scanners, lab equipment, etc. are university property and vital equipment, intended for use only by employees in the course and scope of assigned duties. AAMU equipment is not to be used as a toy or entertainment for visiting children.
9. AAMU transportation devices, including, but not limited to, vehicles, buses, shuttles, maintenance equipment (e.g., lawn mowers or trackers), are university property and vital equipment intended solely for use by employees in the course and scope of assigned duties. Minors are not permitted in or on such transportation devices and; therefore, they may not be transported nor provided rides in/on such devices for entertainment or other purposes.
10. Employees are not authorized to permit minors, when present in the workplace due to the supervisor's permission for a one-time unforeseen emergency or holiday parties/"Take Your Child To Work Day" to perform any of the employee's work duties or assignments. Employees are not authorized to permit minors to access confidential, privileged, or proprietary information.
11. No minor may be left unaccompanied by an adult in the work place, and any employee who brings a minor to the work place and leaves him or her unattended in an office, room, hall, lounge, restroom, lunch area or elsewhere will be subject to discipline, up to and including termination, and reported to the appropriate law enforcement and child protection services agency.

#### **IV. DISCLAIMER OF LIABILITY**

The University does not accept any liability for injuries to minors [children] who are on campus or accompanying an employee on official AAMU business in violation of this policy.