



Employee Policy for Children in the Workplace

I. INTRODUCTION

Suffolk County Community College greatly values its employees, and recognizes the important contribution of children and family to a fulfilling life. As an institution of higher education, however, the College must maintain a proper and professional workplace for the benefit of the College's students, faculty and staff. To that end, this policy establishes guidelines concerning children in the workplace which seek to foster an appropriate learning and working environment for all members of the College community.

II. DEFINITIONS

- A. Child. A person under the age of fourteen.
- B. College. Suffolk County Community College, which encompasses its three campuses (Michael J. Grant, Ammerman and Eastern), the Culinary Arts and Hospitality Center, and the Sayville Downtown Center.
- C. Employee. A person employed by Suffolk County Community College in any capacity.

III. POLICY

- A. An employee may not have a child accompany him/her during his/her scheduled work hours at the College.
- B. An employee may not take responsibility for another employee's child during his/her scheduled work hours at the College.
- C. No child may be left unattended for any period of time at the College.

IV. EXCEPTIONS

- A. An employee's supervisor may approve a temporary exception for one day to this policy in the event of emergency or unanticipated circumstances.
- B. An employee may have a child make one social visit per year to his/her workplace, provided the employee supervises the child at all times during the visit, and further provided the employee's supervisor has approved the visit in advance.

V. RESPONSIBILITY

The College's Assistant Vice President of Human Resources is responsible for the implementation of this policy.