



Divisional Office: Human Resources
SOP Owner: Ann Kroneman
Supports College Policy: Yes
Supports HLC Criterion: No
Criterion: N/A
Approval: N/A

Policy Name: Children in the Workplace
SOP#: HRPR5012
Revision #: N/A
Implementation Date: 5/21/2018
Last Reviewed/Updated: N/A
Next Review Date: 7/31/2019

Standard Operating Procedure

1. Purpose

This procedure details the expectations of all College employees regarding children in the workplace. Except under extenuating circumstances, children will not be permitted in the workplace at the College, including classrooms and labs. The exception process is detailed under the Responsibilities section below. Compliance with the Children in the Workplace policy and this procedure will ensure an optimal learning environment, reduce liability, and help maintain a safe and professional work environment.

2. Scope

This procedure applies to all employees, including student employees.

3. Prerequisites

N/A

4. Responsibilities

The Executive Director of Human Resources (517- 483-1875) and the Human Resources Director of Labor Relations and Organizational Development (517-483-1673) are responsible for the administration of the Children in the Workplace procedure.

5. Procedure

- Employees are not permitted to bring any child with them when scheduled to work except under an emergency and not before obtaining authorization in advance from his/her supervisor.
- The employee's supervisor, in order to meet an emergency situation, can approve a temporary exception to the policy. Exceptions are also made for LCC-sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended at any



Divisional Office: Human Resources
SOP Owner: Ann Kroneman
Supports College Policy: Yes
Supports HLC Criterion: No
Criterion: N/A
Approval: N/A

Policy Name: Children in the Workplace
SOP#: HRPR5012
Revision #: N/A
Implementation Date: 5/21/2018
Last Reviewed/Updated: N/A
Next Review Date: 7/31/2019

- time. Employees are not to take responsibility for another employee's child in the workplace.
- A child brought to the workplace due to an emergency situation will be the responsibility of the employee and must be accompanied by and be under the direct supervision of the employee at all times.
 - Under no circumstances is an ill child permitted to come to work with the employee.
 - To prevent injury to children and to protect equipment from damage, children are not allowed in labs and classrooms where there are equipment and/or supplies that may prove dangerous. This prohibition extends to College vehicles.

6. *References*

N/A

7. *Definitions*

N/A