

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Children in the Workplace**

**CHAPTER: X**

**SECTION: 7**

**EFFECTIVE DATE: 12/06**

**REVISION DATE: Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

The Buffalo & Erie County Public Library recognizes that many employees have child care responsibilities; however, the workplace should not be used in lieu of appropriate child care arrangements. In addition to productivity concerns, the presence of employees' children in the workplace can result in safety risks for the children and increased liability for the B&ECPL.

**II. DEFINITION**

Please note that, for the purposes of this policy, "children" includes employees' children, grandchildren, nieces/nephews, siblings, or other relatives or friends of minor age.

### III. GUIDELINES

#### A. General Rule

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill.

#### B. Emergency Situations

1. In a rare emergency, and when the employee cannot be absent from the workplace, advanced approval is required by the immediate supervisor to make an exception to this policy.
2. Factors supervisors will consider in the granting of such requests are:
  - a. The frequency of this type of request;
  - b. The age of the child;
  - c. How long the child needs to be present;
  - d. The work environment in the employee's area; and
  - e. Any possible disruption to the employee and co-workers.
3. It is essential that parents provide close, constant supervision of their children while they are in the workplace.

#### C. Violations of Policy

1. Under no circumstances should children with an illness be brought to the workplace.

2. Under no circumstances should a minor child be allowed to perform work for the Library.
3. The employee's supervisor may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been violated.

D. Incidental Visits

An incidental and brief visit by a child to a parent's workplace is acceptable, as are special occasions that are Library-sanctioned such as "Take Your Child to Work Day," but any such visit should be coordinated and approved in advance.