

## OSU Extension Service Policy Infants and Children in the Work Place

As a family-friendly employer, Oregon State University recognizes that employees, students, and/or volunteers have domestic responsibilities that, on occasion, may conflict with their workplace responsibilities.

In certain **limited** circumstances, an employee may bring an infant or child into the workplace. The acceptable circumstances are to provide nourishment for an infant or to deal with a medical need of a child. In addition, it may be acceptable to bring a child into the workplace if he/she is participating in an organized and approved educational event that permit children to observe and/or participate in parents' work activities

However, a child can only be brought to the work environment solely for the approved purpose and cannot stay in the work environment otherwise. This does not apply to an incidental and brief visit by a child to the parent's workplace.

On January 1, 2008, House Bill 2372 will become law. This law addresses providing nourishment to children in the workplace in the State of Oregon. OSU Extension Service requires units to make reasonable efforts to provide an area for employees to care for infants or children during work hours in the above **limited** circumstances. For privacy, the area provided for nourishment or medical needs for an infant or child needs to have a door that can be locked; and if there are any windows, there needs to be window coverings. If a refrigerator is not available to the employee, the employee should be allowed to bring a cooler.

Any time spent by the employee to provide care to an infant or child that exceeds the standard 15 minute rest periods should not be considered paid work time. Employees, in consultation with their supervisor, will need to use accrued leave or extend their daily work schedules.

There are potential health and injury liability issues that could arise if infants and children are in the workplace. In addition, similar health or injury issues might apply to our clientele or visitors who come into Extension offices. For example, there is potential for tripping on toys or child carriers, exposure to childhood diseases, etc.

An employee may request either a reduction in hours and related FTE or an extended FMLA or OMLA leave both of which would need to be approved by the immediate supervisor and OSU Office of Human Resources.

Adopted by Extension Executive Team: July 23, 2007