

<u>Reference:</u>	<u>Title:</u>
	Children in the Workplace

I. PURPOSE

The City of Lincoln is committed to providing a safe and healthy environment for children who accompany their parents to work on a limited basis, where allowed by the Department Director. The City of Lincoln seeks to promote better work-life balance for employees, supporting family needs while fulfilling work responsibilities within the guidelines outlined in this policy.

II. DEFINITIONS

A. Children or grandchildren are persons below the age nineteen.

III. PROVISIONS/POLICY

Employees are welcome to bring their children or grandchildren to visit their worksite, provided that the visits are infrequent, short and planned in a manner that limits disruption to the workplace, under the conditions described below:

1. Except for City-sponsored family events, visits should be for short durations.
2. Children should be well and free from communicable illness. The work area must be a safe environment for children without high-risk activities, or unsecured hazardous materials.
3. Employees are responsible for ensuring confidential information is properly secured.
4. Employees are expected to minimize disruptions to the work environment. Children should not interfere with meetings, phone calls, co-workers or other work-related activities.
5. Employees are responsible for ensuring their children are supervised at all times.
6. Employees may not take their children in a City vehicle or have their children with them while operating any vehicle or motorized equipment during performance of duties on behalf of the City.
7. The City of Lincoln is not responsible for injuries or accidents that may occur to children while on City premises. Employees assume full risk and responsibility for their children's safety.
8. The City of Lincoln has the right to suspend or terminate any permission provided

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under this Policy at any time if organizational needs are not being met.

PROCEDURES

- A. Employees must seek prior approval from their Department Director and by submitting a signed Parental Supervision Waiver and Approval Request form before bringing children to the workplace. Department Directors will consider factors such as the nature of the work, potential disruptions, and workplace safety when evaluating requests.
- B. Children must use the public entrance to the work area during working hours.
- C. Children must exclusively stay in the employee's office or workspace, unless the employee escorts the children to other approved areas, such as the restroom or break room, or when entering/exiting the premises.


Barb McIntyre
Human Resources Director

10/1/2024
Date


Leirion Gaylor Baird
Mayor

10-2-2024
Date