

SUNY Cobleskill - Children* in the Workplace
Policy Number 40001.1

Type of Policy: Administrative

Last Revised: March 2, 2021

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Reason for Policy: SUNY Cobleskill strives to be a welcoming, family-friendly community. At the same time, the College seeks to facilitate the effective and efficient delivery of education and related services to our students, parents, and campus community members. SUNY Cobleskill must also adhere to all applicable laws, rules, and regulations. This policy seeks to balance employee/family needs with ensuring the facilitation of the College's mission in a safe, compliant, and efficient manner.

The campus, in large part, is made up of public spaces and often hosts public events. Faculty and Staff of The College, along with their families are encouraged to participate in such events and utilize public spaces, however, the presence of children in the workplace during the workday can be disruptive and unsafe.

Childcare arrangements are often expensive and inflexible. During certain circumstances It may seem convenient to bring a child to work when a parent cannot make suitable childcare arrangements. If a child is brought on campus, there are many issues that can arise. Examples include: safety, both for the child and those around the child, work disruption and distraction, public perception (because this is a State agency whose facilities are used extensively by the public), and the appropriateness of subjects that may be discussed in the workplace. Parents should be aware that the Public Officers' Law provides standards of conduct for all New York State Employees, including Stewardship of State Resources, which prevents individuals from securing unwarranted privileges or favors for themselves or others based on their jobs. It also includes Integrity Standards that direct NYS employees to conduct themselves in a manner that does not raise suspicion among the public that they are personally benefitting from their official positions.

Policy Statement:

Except for special programs like "Take Your Child to Work Day," or infrequent, irregular, and short periods when a child might need to be in the workplace, children should not regularly be in the workplace during the workday (during times the employee is expected to perform their official duties). Individual circumstances will vary and may include infrequent and irregular exceptions such as facilitating transportation to medical or dental appointments or when it is impossible to secure adequate childcare for short periods. In such cases, the parent must be aware they are assuming full

responsibility for the child's well-being and the proper completion of their professional duties and full compliance with the [Child Protection Policy](#). While bringing one's own child(ren) to work may not constitute a "covered event" under the policy, parents are responsible for the custody, control, and supervision of their children at all times.

When a child will be in the workplace during the workday the employee's immediate supervisor's approval must be obtained in advance. In rare cases where unforeseen circumstances arise, the supervisor must be notified immediately. These restrictions are relaxed outside of the employee's normal workday, but parents still bear full responsibility for their children's safety and well-being while on campus.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
March 25, 2021	Nicole Field	Adoption of the policy

*Children are defined as those under the age of 17 who are not matriculated students.