

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Children in the Workplace
NUMBER:	PM-02-002
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-02-002 dated October 30, 2002)

1. Purpose

This Policy Memorandum is to set forth the Northern Plains Area (NPA) Policy regarding children in the workplace.

2. Background

While the Agricultural Research Service (ARS) and the NPA strive to address quality of work life issues for employees, the primary concern of all employees must be accomplishment of Agency work. It is not appropriate for any employee to bring their children to the workplace as a result of emergency day care issues, school closings, or other personal situations where child care is unavailable. There are many flexibilities available to employees ranging from use of leave to flexible work schedules (maxiflex) which can help employees address childcare needs. These are all subject to supervisory approval.

3. Standard Procedures

While NPA management is empathetic to child care needs and challenges that many employees face, the worksite is a place of business. It is not possible for employees to effectively perform their work while trying to care for a child. Laboratories and offices can pose a risk to children and, furthermore, there are serious governmental liabilities that also come into play. Children should not be brought to work for **any** reason except when attendance at the work place is approved by management, i.e., Bring Your Child to Work Day. Employees who are unable to arrange for appropriate childcare, need to contact their supervisor and request approval of appropriate annual leave, credit leave, sick leave or leave without pay as soon as the situation arises.

4. Point of Contact

For further information, please contact the Area Human Resources Department.

/s/

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