

PERSONNEL POLICY 07-05

SUBJECT: CHILDREN IN THE WORKPLACE

PURPOSE: To establish guidelines on children being brought into the City work environment

APPLICABILITY: All City of Clarksville Employees

REFERENCES:

POLICY STATEMENT: The City values family and work/life balance. Our employment policies and benefits are indicative of our beliefs. The City believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of child care.

1. It is inappropriate for minor children and other minor relatives of employees to be in the workplace during working hours. This policy has been implemented to minimize potential liability to the City, risk of harm to children and decreased employee productivity due to distractions and disruptions.
2. Employees are not permitted to bring children to work with them when other childcare arrangements have fallen through. The City is sensitive to our employee's child-related circumstances; however, the City cannot permit children to remain in the workplace because of the legal liability. As necessary, Managers and Supervisors may grant leave at their discretion in emergency or unforeseen circumstances.
3. This policy is not intended to prohibit children or other minors and family members from being in the workplace during City-sponsored events.
4. Exceptions to this policy are permitted that would allow employees to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.
5. Per Clarksville Fire Rescue Policies and Procedures, Section 313.01 through 313.12, Titled Visitors, adopted July 2006, Firefighter spouses are authorized to bring their children to the fire stations to visit their parents after the normal business hours of 8:00 am – 4:30 pm. These visits are made between 5:00 pm and 10:00 pm, and either parents or guardians are always present for children under the age of thirteen (13).

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: FEBRUARY 7, 2008

EFFECTIVE DATE: FEBRUARY 7, 2008

WILLIAM MCNUTT, HR DIRECTOR