



POLICY

SUBJECT: Children in the Workplace
NUMBER: HR-03-11
APPLICABLE TO: All Staff
EFFECTIVE DATE: November 17, 2011
REVIEW DATE: November 17, 2012

APPROVED: _____ /s/ "signature on original"
Sam Abed, Secretary

1. **POLICY**
Staff shall make arrangements for the supervision of children under their care during the work day. Children under the care of employees may be permitted in the workplace on a temporary basis in cases of emergency. The purpose of this policy is to ensure the safety of employees and their children under their care while in the workplace.

2. **AUTHORITY**
 - a. Annotated Code of Maryland, Human Services Article, §9-203.

3. **DIRECTIVES/POLICIES RESCINDED**
 - a. Children in the Workplace Policy, 03.35 (eff. 1/27/95).

4. **FAILURE TO COMPLY**
Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

5. **STANDARD OPERATING PROCEDURES**
Standard operating procedures have been developed and are attached to the policy.



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

PROCEDURES

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EFFECTIVE DATE: October 27, 2011
REVIEW DATE: October 27, 2012

1. DEFINITIONS

- a. *Children* means any child for whom the employee is legally responsible.
- b. *Emergency* includes, but is not limited to, situations such as school unexpectedly opening late or closing early with no available child care, or a child care provider unexpectedly becoming ill or unable to provide service.

2. PROCEDURES

- a. The employee shall obtain approval from their immediate supervisor before arriving at the workplace with their child.
- b. Management may exercise discretion in approving or disapproving any request based upon:
 - i. The specific work environment of the employee's unit (e.g., type of equipment, degree of public contact, degree of safety, office space).
 - ii. The individual employee's specific job duties.
 - iii. Disruption caused by the child during visits to the workplace.
 - iv. Any other factor which management believes important to delivering efficient and effective services to the department's customers.
- c. The immediate supervisor may approve a child in the workplace for one day. Any approval beyond one day must be obtained from the supervisor's direct supervisor.
- d. Management may rescind approval at any time.
- e. Parent(s) or the responsible adult will **actively** assume supervision and responsibility for children's behavior(s).
- f. Children must be escorted by parent(s) or the responsible adult at all times,

especially when leaving the immediate work area.

- g. Staff shall not bring sick children to the workplace at any time.
- h. Staff shall make reasonable efforts to prevent children from having any sight or sound contact with any youths served by DJS.
- i. Staff shall not allow their children into any secure areas of a residential facility.

3. DIRECTIVES/POLICIES REFERENCED

None

4. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

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I have received and reviewed a copy (electronic or paper) of the above titled policy. I acknowledge that I have read and understood the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

THE ORIGINAL COPY MUST BE PLACED IN YOUR PERSONNEL FILE.