

Administrative Policy 23-01

Infants in the Workplace Policy & Procedure

It is the policy of the City & Borough of Juneau to provide a positive work environment that recognizes parents' responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and society. The Infants-at-Work Program encourages new mothers, fathers, or legal guardians to return to work sooner by allowing the new parents to bring their infant to work with them until the child is mobile. The program is designed to accommodate an individual parent's participation with a single infant. Multiple births will be evaluated on a case-by-case basis.

A. Eligibility

Employees are eligible to participate in the program, subject to the specific job responsibilities of the parent and subject to ensuring the physical safety of the infant. To be eligible, employees must have an Acceptable or better rating on their most recent performance evaluation.

B. Pre-Program Meeting

Before any infant is brought into the workplace, a meeting must take place between the parent, the supervisor and the Human Resources Risk Management Department (HRRM). All parties must review, discuss, and approve the proposed *Individual Plan*.

C. Employee Responsibilities

A parent who wishes to bring his/her infant to work must obtain written permission from the supervisor and department head on the *Infants-at-Work Request Form* which is available on the HRRM intranet site.

The parent shall establish a satisfactory work schedule with the supervisor. If requested, alternative work schedules must be approved according to the process followed in the respective office or department.

The parent will accept complete responsibility for the safety of the infant. If the parent's duties require leaving the primary work site, the parent will take the infant along. A parent may not transport the infant in a CBJ vehicle.

The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. When an infant accompanies a parent to work, soiled cloth diapers must be stored in a closed container (provided by the parent) and taken home daily. Soiled disposable diapers must be wrapped appropriately and discarded in a restroom.

Parents must have day care or other arrangements in place by the time the baby

Administrative Policy 23-01
Infants in the Workplace Policy & Procedure

becomes mobile or turns 6-months of age (whichever is earlier).

There may be work circumstances unsuitable for infants such that it may be necessary for parents to make other arrangements for child care during these extended periods. Parents are expected to work closely with their supervisor and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned and parents are expected to make alternate child care arrangements when required to do so.

In order for an Infants-at-work program to be most effective, all parties need to be sensitive to the needs of others. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances. If problems arise that cannot be resolved, the employee understands that the program may be discontinued for that employee.

Employees are required to utilize a private space with a door to feed, change, and clothe their infants.

D. Infant's Location During the Program

Each parent shall make her/his work area suitable for the new baby and the baby shall be located primarily at that work area during the work day. The employee will stay with the infant at all times.

In the event that an infant becomes noticeably fussy, loud, or uncontrollable, or exhibits any behavior that causes a distraction in the workplace or prevents the parent from accomplishing work, the parent must immediately take the infant to a quiet area, such as a lactation room, break room or unused conference room until the infant calms down and is quieter. If the infant does not calm down within 30 minutes, the parent must remove the infant from the premises. Time tending to the child is not considered time worked, with the exception of standard paid breaks. The parent must use paid leave time for such absences. If the frequency of disruptions escalate this agreement may be reviewed to determine if it is still appropriate for the infant to remain in the workplace.

E. Illness

A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent. The Centers for Disease Control and Prevention ("CDC")

"Recommendations for Inclusion or Exclusion" of children from out-of-home child care settings are available from HRRM, and are hereby adopted as a means for determining whether a baby is sick.

Administrative Policy 23-01

Infants in the Workplace Policy & Procedure

F. Mobility

"Mobile" or "Mobility" is defined as crawling, walking, or another form of movement which results in the child moving from one location to another without assistance. Mobility varies for each child and typically can occur 6 to 10 months after birth, but may be sooner or later depending on the child's individual development. The point at which the child is deemed mobile and no longer suitable for this program is determined by the employee's supervisor or HRRM. Once deemed mobile, the child is no longer eligible for the Infants-at-Work Program. Parents have a responsibility to anticipate the transition to mobility wherever possible and prepare in advance for alternative childcare arrangements for the infant. The maximum age an infant will be allowed at work is 6 months of age.

G. Termination of Eligibility

Parents have the right to terminate their individual agreement at any time. The employer has the right to terminate an individual agreement at any time if the parent's performance declines or if organizational needs are not being met (e.g., complaints by coworkers and/or disruptions to the workplace cannot be resolved). The parent must maintain acceptable work performance and ensure that the presence of the infant does not create unreasonable office disturbances.

This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of the Individual Plan, or when complaints have been made that cannot be resolved. When eligibility is terminated, the infant must be removed from the workplace. Depending on the circumstances, the employer may require immediate removal or notice may be given.

H. Other

Infants-at-Work Program is a voluntary option for parents, subject to approval as outlined in this Policy where it is compatible with job requirements.

Other affected employees may request a "baby-free" work environment. Such requests should be made in writing through the affected employee's immediate supervisor and HRRM. The employer will attempt to accommodate such requests based on business need and staffing situations at the time of the request.

Participation in the Infants-at-Work Program is a privilege and not a right.

The employer expressly reserves the right to refuse participation in the Program for any reason or no reason at all or to terminate participation in the program due to business conditions or for no reason at all.

Administrative Policy 23-01 Infants in the Workplace Policy & Procedure

The employer expressly reserves the right to change or revise this policy with or without notice.

I. Procedure

The employee who wishes to participate in the program is responsible for completing the request form and submitting it to the supervisor for consideration.

The supervisor shall coordinate with HRRM to set up the pre-program meeting to discuss the employee's eligibility based on work performance and to review the request form.

The supervisor will recommend approval or denial of the request.

If the supervisor approves of the request:

1. The request will be forwarded to the Department Director for review.
 - a) If the Department Director agrees with the supervisor's approval, the form is signed and dated and forwarded to the Human Resources/Risk Management Director for review.
2. If the Department Director denies the request:
 - a) The Department Director shall provide written justification for the denial, attach the justification to the form and forward to the Human Resources/Risk Management Director for review.
 - b) If the Human Resources/Risk Management Director upholds the denial, she/he will sign and date the form and return it to the employee.
 - c) If the Human Resources/Risk Management Director does not uphold the denial, the Department Director and the Human Resources/Risk Management Director shall meet to discuss a potential compromise, but the ultimate decision will be that of the Department Director.

If the supervisor denies the request:

1. The supervisor shall provide written justification for the denial and attach the justification to the form.
2. If the Department Director upholds the supervisor's denial, the Department Director shall sign and date the form and forward to the Human Resources/Risk Management Director for review.
3. If the Human Resources/Risk Management Director upholds the denial, the signed and dated form is returned to the employee.
4. If the Human Resources/Risk Management Director does not uphold the denial, the Department Director and the Human Resources/Risk Management Director shall meet to discuss a potential compromise, but the ultimate decision will be

Administrative Policy 23-01
Infants in the Workplace Policy & Procedure

that of the Department Director.

5. If the Department Director does not uphold the supervisor's denial, a written explanation shall be provided stating why the supervisor's denial is not being upheld and attach the explanation to the form. The Department Director and Human Resources/Risk Management Director shall sign and date the form and return to the employee.

General Provisions

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska
- B. Authority to promulgate policy: The City Manager of the City & Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective date: This policy will take effect as of the signing date.

Dated at Juneau, Alaska this 10th day of May, 2023



Duncan Rorie Watt
City and Borough Manager

**Administrative Policy 23-01
Infants in the Workplace Policy & Procedure**

Infants-at-Work Request Form and Individual Plan

1. Employee Read and Sign Agreement

I request permission to bring my infant to my work site from Estimated Start Date to Estimated End Date.

My infant will be in the workplace from ____ to ____ on M T W T H F Sa S.

I have read and understand the employer's policy and will comply with all the employee's responsibilities. I acknowledge that this privilege may be revoked for the reasons set forth in the policy.

My emergency contact is:

Name Relationship to parent Contact Phone Number

Initial by each item:

- I am responsible for making my workstation suitable for an infant. _____
- I am responsible for providing any necessary furniture and equipment suitable for my infant's needs. _____
- Furniture and equipment shall not extend beyond my work station. _____
- I will not bring a sick infant to work. _____

Employee Name (Print) Employee Signature Date

2. Permanent Childcare

I understand this is not a permanent childcare solution and I have submitted applications at the following childcare facilities or am planning childcare as described below:

1. Facility Name: _____ Date application submitted: _____
2. Facility Name: _____ Date application submitted: _____
3. Facility Name: _____ Date application submitted: _____

3. Mandatory Meeting (Before the infant comes to the workplace):

Employee, Employee's supervisor, and Human Resources scheduled meeting for _____ (date).

Meeting with employee, employee's supervisor, and Human Resources has been held.

HRRM Director or HR Delegate Date

4. Supervisor

- Recommend Approval
- Recommend Disapproval
(Attach Justification for Disapproval)

Supervisor Name (Print)

Supervisor Signature Date

5. Department Director

- Recommend Approval
- Recommend Disapproval
(Attach Justification for Disapproval)

Department Director Name (Print)

Department Director Signature Date

6. Human Resources / Risk Management Director : Approved Disapproved

HRRM Director or HR Delegate Signature Date:

Administrative Policy 23-01

Infants in the Workplace Policy & Procedure

Recommendations for Inclusion or Exclusion

[From the Centers for Disease Control and Prevention (CDC)]

Mild illness is very common among children, and most children should not be excluded from their usual source of care for common respiratory and gastrointestinal illness of mild severity. Infectious disease prevention and control strategies are often influenced by the fact that asymptotically infected persons can transmit certain infectious microorganisms to others. Parents of children in childcare and adult child caregivers should be educated as to the infectious disease risks of childcare. Following common sense hygienic practices can reduce much illness risk.

Exclusion of children from out-of-home childcare settings has been recommended for illnesses known to be transmitted among, by, and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases. Exclusion has also been recommended in cases of serious illness for which a hypothetical risk of transmission exists, but for which data at present is insufficient to quantify the risk. In many situations, the expertise of the program's medical consultant and the responsible local and state public health authorities are helpful in determining the benefits and risks of excluding children from their usual care program.

Child and caregiver-specific exclusion policies reflect the present state of knowledge. Children need not be excluded for a minor illness unless any of the following exists:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.
- Diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form) that is not contained by diapers or toilet use.
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores associated with an inability of the child to control his/her saliva, unless the child's physician or local health department authority states that the child is noninfectious.
- Rash with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with or without treatment.
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Streptococcal pharyngitis, until 24 hours after treatment has been initiated and until the child has been afebrile for 24 hours.
- Head lice (pediculosis), until the morning after the first treatment.
- Scabies, until after treatment has been completed.
- Varicella, until the sixth day after the onset of rash or sooner if all lesions have dried and crusted.
- Pertussis (which is confirmed by laboratory or suspected based on symptoms of the illness or because of cough onset within 14 days of having face-to-face contact with a person in a household or classroom who has a laboratory-confirmed case of pertussis), until 5 days of appropriate antibiotic therapy (currently: erythromycin) has been completed (total course of treatment is 14 days).
- Mumps, until 9 days after onset of parotid gland swelling.
- Hepatitis A virus infection, until one week after onset of illness and jaundice, if present, has disappeared or until passive immunoprophylaxis (immune serum globulin) has been administered to appropriate children and staff in the program, as directed by the responsible health department.

Certain conditions do not constitute a prior reason for excluding a child from childcare unless the child would

Administrative Policy 23-01

Infants in the Workplace Policy & Procedure

be excluded by the above criteria or the disease is determined by a health authority to contribute to transmission of the illness at the program. These conditions include the following: a symptomatic excretion of an enteropathogen; nonpurulent conjunctivitis (defined as pink conjunctiva with a clear, watery eye discharge and without fever, eye pain, or eyelid redness); rash without fever and without behavior change; cytomegalovirus infection; hepatitis B virus carrier state; and HIV infection.