

## CCS Administrative Procedure

### 2.30.05 – N Children in the Workplace

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#### Implementing Board Policy [2.30.05](#)

Contact: Human Resources

#### 1.0 Children in the Workplace Objective (summary of Board of Trustees Policy 2.30.05)

Community Colleges of Spokane (CCS) is committed to the health and safety of its faculty, staff and students and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

As an institution of higher education, CCS provides educational and support services primarily to adult learners. Children without supervision or with supervision imposed upon CCS employees or students may disrupt the educational process or work setting and possibly create a safety hazard for the children themselves or for others within the district. This procedure seeks to create a safe environment which is conducive to and supports the effective conduct of the educational process.

- 1.1 CCS is a public facility of the State of Washington, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on its campuses. Citizens have the right to use the facilities of the district and to visit its campuses and facilities during normal business hours of operation.
- 1.2 CCS recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s) or guardian(s). It is inappropriate for a parent or guardian to ask members of the college community – administrators, faculty, staff or students – to assume these responsibilities, unless he or she is leaving the child in a district program sanctioned for children as defined in this procedure.
- 1.3 This procedure applies to employees and non-students who visit or participate in programs. Student prohibitions are addressed in applicable student code regulations.

#### 2.0 Definitions

- 2.1 Children: For purpose of this procedure and pursuant to [RCW 13.34.030](#) – Juvenile Court Act, [RCW 74.13.020](#)-Child Welfare Services, and [RCW 26.28.010](#)-Age of Majority, a child is any individual under the age of 18.
  - 2.1.1 CCS excepts from this definition those aged 16 to 18 years old who have applied for admission and/or are registered for classes as a CCS Running Start student.
- 2.2 Guardian: someone who has been charged with or has taken responsibility for the temporary supervision of a child. Biological or legal relationship is not necessary.
- 2.3 In loco parentis: someone with day-to-day responsibilities to care for and financially support a child. A biological or legal relationship is not necessary
- 2.4 Infants: For purposes of this procedure and pursuant to [RCW 43.70.640](#) – Workplace breastfeeding policy, a child that is under the age of one year.
- 2.5 Parent: the biological, marital or legal parent of a child or an individual who stands *in loco parentis* to the child.
- 2.6 Unaccompanied Children: A child who is not accompanied by that child's parent or guardian or who is unattended by the parent/guardian while in CCS buildings, on CCS grounds or in a vehicle parked on CCS property.

### 3.0 Prohibitions

- 3.1 CCS offers certain programs and activities targeted towards children and/or specialized programs designed for children. CCS provides supervision for children enrolled in these officially sanctioned programs/activities.
  - 3.1.1 No employee or visitor to CCS shall leave a child unattended nor shall a child be left with a CCS employee/student unless the child is enrolled in an authorized program of CCS. CCS does not supervise children outside of such officially sanctioned programs, and neither CCS nor its employees, agents, nor students may accept responsibility to do so on behalf of CCS.
  - 3.1.2 To help communicate this provision, faculty are encouraged under this procedure to place section 3.1.1 into their course syllabi.
- 3.2 The workplace is not an alternative to or for regular childcare. When childcare arrangements fail, the employee should seek alternatives prior to requesting to bring the child to the workplace. Alternatives include using accrued leave or leave without pay, consistent with the applicable collective bargaining agreement or procedure, to care for the child at home.
- 3.3 Children shall not be present at an employee's workplace (e.g. classroom, office, shop, approved remote worksite, etc.) in lieu of other childcare arrangements during the employee's working hours. Exceptions may be granted on an emergency basis for a specified and limited period of time by the employee's appropriate administrator. Under such exceptions the following apply:
  - 3.3.1 The employee who brought the child to the workplace is responsible for keeping the child within his or her sight and sound at all times.
  - 3.3.2 The employee may not ask any other employee or student to supervise or otherwise care for the child.
  - 3.3.3 The employee who brought the child to the workplace is responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damage(s) caused by the child.
  - 3.3.4 The presence of the child cannot disrupt the work or learning environment or negatively impact the productivity of the employee who brought the child, other employees, or students.
  - 3.3.5 The employee's appropriate administrator may direct the employee to remove the child from the workplace at any time if the appropriate administrator determines that this policy has been violated or that the child's presence negatively impacts CCS interests.
  - 3.3.6 It is the responsibility of the parent/guardian to ensure that children do not unduly disrupt the educational or work setting. Even in lieu of exceptions, instructors, staff, and administrators may ask that children leave if they are disruptive to the learning or working environment or if safety is considered an issue.
- 3.4 Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used. There are no exceptions to this prohibition.
- 3.5 A child who is ill and not accepted by a regular child care provider, particularly a child with infectious disease, may not be brought to the workplace under any circumstances. There are no exceptions to this prohibition.

#### 4.0 Enforcement

- 4.1 Parents/guardians of children in violation of this procedure will be asked to remove the child from CCS property. Children without supervision will be referred to security personnel.
  - 4.1.1 Children referred to security personnel may be asked to leave CCS property, may be referred to Child Protective Services, or may be referred to the local police, depending on their age, behavior and other circumstances.
  - 4.1.2 The parent/guardian of an unaccompanied child may be contacted by security and requested to return to the child.
- 4.2 Violation of this procedure by employees may result in disciplinary action, up to and including termination of employment.

#### 5.0 Workplace Breastfeeding Provisions

- 5.1 CCS seeks to provide an infant-friendly work environment regarding employees who are mothers of infants and have chosen to breast feed. CCS acknowledges the surgeon general's report on the health and economic importance of breastfeeding which concludes that breastfeeding is one of the most important contributors to infant health, provides a range of benefits for the infant's growth, immunity, and development, improves maternal health and contributes economic benefits to the family, health care system and workplace. The following provisions provide for an approval process for workplace breastfeeding.
- 5.2 CCS will comply with the federal Affordable Care Act and Washington State law pertaining to breastfeeding in the workplace. Flexible work scheduling, including scheduling breaks and permitting work patterns that provide time for expression of breast milk will be considered under procedures dealing with Flexible Work Schedules (Administrative Procedure [2.00.01-E](#)) and the Family Medical Leave Act (Administrative Procedure [2.40.01-A](#)). CCS will work with the employee on a case-by-case basis to identify a convenient, sanitary, safe and private location, other than restrooms, to allow privacy for breastfeeding or the expression of breast milk.
- 5.3 The American Academy of Pediatrics recommends exclusive breastfeeding for the first six months of a child's life and breastfeeding with the addition of solid foods to continue for at least twelve months. Accordingly, workplace arrangements will not exceed a maximum of one year per child and will not be renewed.
- 5.4 Breastfeeding information, support, and education are available through the following organizations:
  - 5.4.1 [La Leche League of Spokane](#)
  - 5.4.2 [Lamaze International](#)
  - 5.4.3 [Women, Infants and Children \(WIC\)](#), U.S. Department of Agriculture
  - 5.4.4 [Office of Women's Health](#), U.S. Department of Health & Human Services
  - 5.4.5 1-800-Tell-You (find local breastfeeding specialists)

**6.0 Related Information**

- 6.1 Affordable Care Act, Public Laws [111-148](#) and [111-152](#)
- 6.2 Fair Labor Standards Act, [Section 4207, 29 U.S. Code 207](#)
- 6.3 [RCW 13.34.030](#), Juvenile Court Act, Definitions
- 6.4 [RCW 74.13.020](#), Child Welfare Services, Definitions
- 6.5 [RCW 26.28.010](#), Age of majority
- 6.6 [RCW 9A.88.010](#), Indecent exposure
- 6.7 [RCW 43.70.640](#), Workplace breastfeeding policies – Infant friendly designation
- 6.8 [RCW 49.60.30\(g\)](#), Freedom from discrimination – Declaration of civil rights
- 6.9 [RCW 49.60.215](#), Unfair practices of places of public resort, accommodation, assemblage, amusement – Trained dog guides and service animals

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