

OFFICE OF MANAGEMENT

Children in the Workplace

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PURPOSE

- This MAPP describes policies and procedures governing children in the workplace. These policies and procedures are necessary to avoid disruptions to CDER employees, to reduce personal and property liability to the Federal Government, and to protect the welfare and safety of employees' children.
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APPLICABILITY

- This MAPP applies to all CDER employees and all employees detailed to CDER, and includes normal working hours and non-working hours.
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POLICY

- Children are not permitted in the workplace except under extremely unusual circumstances when an employee has experienced an unanticipated short-term emergency, and only when the employee's supervisor has granted permission.
 - If an employee has been granted permission to bring a child to the workplace because of an emergency, the child must be admitted as an official guest and the employee must supervise the child at all times.
 - Supervisors should be flexible in granting accrued leave to employees who need to make emergency child care arrangements.
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- This policy does not apply to participation in a structured event, such as "Bring your Child to Work Day," or other events where families are invited and encouraged to participate. Employees are personally responsible for the behavior of their children when they are participating in an approved activity.
 - Children are not allowed in CDER laboratories under any circumstances, with the exception of the structured events outlined above.
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RESPONSIBILITIES AND PROCEDURES

Employees will:

- Gain permission from their supervisors before bringing children into the workplace.
- Ensure that children behave appropriately while in the workplace.

Supervisors will:

- Grant employees permission to bring children to the workplace only under extremely unusual circumstances and only for a short period of time.
 - Be flexible in granting accrued leave to employees who need to make emergency child care arrangements.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.