



Yukon Koyukuk School District  
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## **CHILDREN IN THE WORKPLACE**

### **Purpose:**

To provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be at the workplace.

### **Applies to: ALL YKSD EMPLOYEES**

### **Policy Statement:**

Yukon Koyukuk School District values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the District encourages supervisors to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, or vacation leave.

The District understands that brief and infrequent visits by children of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of children during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization.

### **Children in the Workplace**

Employees are welcome 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.

With supervisory approval, children may be brought to the workplace by an employee for brief visits. Approval is at the sole discretion of the supervisor and there is no burden of justification on the supervisor for turning down the request. Circumstances in which employees may, with supervisor approval, bring children into the workplace include:

1. Children are permitted at the workplace for authorized events. Such events at which the District may allow children at the workplace include events such as Bring Your Children to Work Day, and family-friendly office gatherings in which children are explicitly welcome, such as office parties and picnics.
2. Children are not permitted at the worksite as a result of daycare difficulties during normal business hours because of the legal liability of permitting such a practice. Supervisors should be liberal in granting leave to employees who need to make emergency day care arrangements when unforeseen problems arise.
3. No ill children are permitted to accompany any YKSD employee to work.
4. In the event of an emergency with no other alternatives, the stay should not exceed one (1) hour.