



Infant at Work Policy

Owner:	HR Manager	Approving Position:	Common Council	Pages:	8
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

It is the policy of the City of Whitewater 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 City of Whitewater Infant 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.

II. POLICY

A. Eligibility

City of Whitewater FTE 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 a solid performer or better rating on their most recent performance evaluation. Parents may request a temporary, alternative work assignment if their current assignment is not suitable for participation in the program. City of Whitewater will attempt to accommodate such requests based on business and staffing situations at the time of the request but is not required to honor the requests. The opportunity for an alternative assignment is typically a rare event at the City and should by no means be an expectation. Parents may also request a temporary relocation or workstation modification in the *Infant at Work Request Form and Individual Plan*, which is available from Human Resources.

B. Pre-Program Meeting

Before any infant is brought into the workplace, a meeting must take place between the parent, the supervisor and Human Resources. All parties must review, discuss, and approve the proposed *Infants at Work Request Form and Individual Plan*.

C. Employee Responsibilities

A parent who wishes to bring their infant to work must obtain written permission from the supervisor and the City Manager on the *Infants at Work Request Form*.

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.

A parent participating in this program may leave the building without taking the infant with them as long as the child is in the care of the designated Alternative Care Provider. Each Alternative Care Provider must acknowledge that they have agreed to serve in that role by initialing an *Individual Plan*, which is available in the Human Resources Department. Each parent shall designate one alternative care provider in the workplace. The alternative care provider will be an employee in the same office or department in close proximity who voluntarily agrees to care for the infant in the event the parent is unavailable due to attendance at a meeting, participating in a conference call, or a similar work responsibility. The alternative care provider may not simultaneously participate in the program as a parent. The alternative care provider shall obtain permission from their supervisor prior to participation in the program.

If the parent is going to be unavailable for a period exceeding 1.5 hours within a four-hour period, the parent shall make arrangements for the infant's care outside the office or department. If a parent consistently has unexpected scheduling issues, they may become ineligible for the program.

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 City 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 becomes mobile.

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 in which leaving the child in the care of the Alternative Care Provider is not feasible. 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 Infant 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 immediately discontinued for that employee.

City of Whitewater will notify employees of City lactation room locations if employees choose to breastfeed or otherwise feed their infants in private. Employees are not required to utilize a lactation room to breastfeed or otherwise feed their infants.

D. Infant's Location During the Program

Each parent shall make their work area suitable for the new baby and the baby shall be located primarily at that work area during the work day. Ideally, 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 City of Whitewater 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 disruption occurs more than three times within a 30-day period, the parent will be required to find alternative arrangements.

The infant may be in another employee's workspace for brief intervals (not more than one hour) if the arrangement is agreed upon between the parent, the other employee and the other employee's supervisor. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed.

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 Human Resources, and are hereby adopted by the City of Whitewater as a means for determining whether a baby is sick.

F. Mobility

"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 is

determined by the employee's supervisor or Human Resources. 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 12 months of age.

G. Termination of Eligibility

Parents have the right to terminate their individual agreement at any time. The City of Whitewater has the right to terminate an individual agreement at any time **including but not limited to** if the parent's performance declines or if organizational needs are not being met (i.e., complaints and/or disruptions to coworkers 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 City of Whitewater may require immediate removal or notice may be given.

H. Other

The City of Whitewater's Infant-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 the Human Resources Department.

The City of Whitewater will attempt to accommodate such requests based on business need and staffing situations at the time of the request.

Participation in the City of Whitewater's Infant-at-Work Program is a privilege and not a right.

The City of Whitewater 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.

The City of Whitewater expressly reserves the right to change or revise this policy with or without notice.

The City of Whitewater expressly prohibits any form of discrimination against any individual for utilization of the Infant-at-Work program.

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 the Human Resources Division 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 disapproval of the

request. If the supervisor approves of the request:

1. The request will be forwarded to Human Resources for review.
 - a) If Human Resources agrees with the supervisor's approval, the form is signed and dated and forwarded to the City Manager for review.
2. If Human Resources or the City Manager denies the request:
 - a) A written justification for the denial shall be provided and attached to the form request.

If the supervisor denies the request:

1. The supervisor shall provide written justification for the denial.
 - a) A written justification for the denial shall be provided and attached to the form request.

III. **JOB AIDS**

- A. Infant at Work Request Form
- B. Individual Plan
- C. CDC Recommendations for Inclusion or Exclusion

Infant-at-Work Request Form

1. Employee: Read and Sign Agreement

I request permission to bring my infant to my workplace from Estimated Start Date _____ to Estimated End Date _____.

Note: The estimated start and end dates are based on the mother's delivery date. The actual end date must be on or before the date the infant is mobile or twelve months of age, whichever occurs first.

I have read and understand the City of Whitewater's Infant at Work Policy and will comply with all the employee's responsibilities. I understand that participation is a privilege and not a right of employment and may be revoked at the discretion of the City at any time without prior notice.

Employee's Name (Print)

Employee's Signature

Date

2. Mandatory Infant at Work Meeting

Division/Department _____

Mandatory Infant at Work Meeting with employee, employee's supervisor and the human resource representative was held.

Date _____

HR Representative's Name (Print)

HR Representative's Signature

Date

3. Supervisor

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

Supervisor's Name (Print)

Supervisor's Signature

Date

Comments:

4. Human Resources

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

HR Representative's Name (Print)

HR Manager's Signature

Date

Comments:

5. City Manager

Approved

Denied

City Manager's Name (Print)

City Manager's Signature

Date

Distribution after all signatures have been obtained:

Original: Personnel file
Copy: Supervisor
Employee

_____New Plan _____Revised Plan

INDIVIDUAL PLAN Infant at Work Program

I. GENERAL INFORMATION

Name of Parent/Employee: _____ Home phone: _____

Name of Parent: _____ Phone number: _____

Name of Baby: _____ Baby's Date of Birth: _____

Baby Begins Program: _____ Baby Ends Program: _____

Indicate days and times Baby will be present in the Workplace:

Mon. _____ Tue. _____ Wed. _____ Thurs. _____ Fri. _____

II. CARE PROVIDERS

The following persons have agreed to be Care Providers, responsible for providing care for my baby in the workplace, when I become temporarily unavailable to provide care. (Provider care is not to exceed 1.5 hours in a four-hour period.)

1. Care Provider Name: _____ Work phone (ext.): _____

Acknowledgement Initials: _____

2. Care Provider Name: _____ Work phone (ext.): _____

Acknowledgement Initials: _____

III. SPECIFIC INFORMATION

Include any specific plan information or requirements in the space below (optional):

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 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.