

DCB values family life and has worked to develop employment policies and benefits that are supportive of families. The purpose of this policy is to establish guidelines for children in the workplace in order to minimize potential liability to DCB, risk of harm to children, and distractions or disruptions to students, faculty and staff.

DCB allows children in the workplace according to the following guidelines.

- a. Permission must be obtained from the appropriate supervisor or faculty member (preferably in advance or as soon as possible) to discuss their situation and to seek permission to have the child accompany the employee or student into the workplace or classroom.
- b. The faculty member, immediate supervisor or any other college official may request the removal of the child from the workplace or classroom at any time if the faculty member, supervisor, or college official determines that the child's presence negatively impacts the interest of colleagues or students, if the presence of the child makes it too difficult for the employee to manage work responsibilities, or if the child is present in an unsafe or unhealthy environment.
- c. Employees who bring children to the workplace are responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damages caused by the child. DCB does not accept liability for injuries to children or visitors on the premises in violation of this policy.
- d. Children will not be permitted to use computers on campus that are not already designated for public use. Children may not displace students, staff or faculty who have need to use campus computers.
- e. Due to the potential health risks to others, children with a communicable illness cannot be brought to campus.
- f. This policy is meant to be activated when unexpected circumstances prevent employees from accessing their regular childcare provider. It is not meant to become a routine that substitutes for the provision of childcare outside the workplace. DCB will make every effort to provide employees with a reasonable amount of time away without pay to arrange for alternate childcare. An immediate supervisor may allow for an employee to flex their work hours, within reason, in lieu of using annual leave.
- g. Questions regarding children in the workplace must be directed to the appropriate faculty member or supervisor.
- h. In accordance with The Patient Protection and Affordable Care Act, DCB will provide reasonable break times for an employee to express breast milk for her nursing child for up to two (2) years after the child's birth each time such employee has need to express milk. This break time is compensable. DCB will also provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.