



POLICY NAME	Children in the Workplace	POLICY NO.	CC607
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Compliance & Communications – Employee & Labor Relations		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

To provide clear expectations for employees (adjuncts, faculty, or Staff) or student workers regarding children in the workplace.

POLICY:

Western New Mexico University (WNMU) does not allow children in the workplace. WNMU recommends, where possible, that employees (adjunct, faculty, and staff) and student workers make efforts to find suitable alternate childcare options for their children. If an employee or student worker is unable to make such arrangements, they will discuss the situation with their immediate supervisor to determine if an alternative arrangement might be an option.

If extreme circumstances occur where the employee or student worker is required to report for work and there is no suitable alternate arrangement available for childcare, the employee or student worker may be allowed to bring their child to work only if approved by their Divisional Vice President or President. When approval is granted, the child may not be left unsupervised and cannot be disruptive in the work area.

Approval does not change performance expectations for the employee or student worker. This approval is for rare occasions, not for repeated situations. In the absence of a suitable alternate arrangement, an employee will be required to take annual leave, sick leave, or leave without pay as applicable to care for a child when childcare is unavailable.

EXCEPTIONS:

Upon written approval of the WNMU President.