33.99.99.C0.04 Children and Dependent Adults in the Workplace

Revised: April 28, 2025
Next Scheduled Review: April 28, 2030
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) values its employees and strives to support them through family-friendly employment practices and benefits. A work-life balance is important for employee productivity and job satisfaction. For the purposes of this procedure, the term "dependents" refers to an employee's children and dependent adults. This procedure helps ensure the safety of TAMU-CC's employees and their dependents and provides guidance for the care of dependents while on campus. This procedure applies to all TAMU-CC employees including full-time and part-time faculty, staff, and student employees.

Definitions

Dependent Adult – an adult who needs assistance to carry out normal activities or to protect their rights

Procedure

1. GENERAL

1.1. Employees may bring their eligible dependents to visit their worksite, provided the visits are infrequent, brief, preapproved by the supervisor, and not disruptive to the workplace. The workplace is not appropriate for employees to routinely provide personal care to others, and it is not to be utilized as a backup childcare or adult dependent care arrangement.

1.2. It is inappropriate for an employee's dependent(s) to visit work areas regularly and/or for extended periods of time. Their presence can cause distractions and disruptions to students and employees, may reduce academic and/or professional work productivity, and may put them at risk of harm.

1.3. Employees are not permitted to bring their ill dependents to work.

1.4. This procedure is not intended to prohibit individuals from coming to campus for educational purposes or events open to the public.

2. CHILDREN AND DEPENDENTS ON CAMPUS

TAMU-CC does not allow employees to routinely have their dependents accompany them at their work site, on- or off-campus, in lieu of other care arrangements. Limited temporary exceptions to this requirement must be approved by the employee's supervisor and adhere to the following stipulations.

2.1. The care of the employee's dependent(s) was unforeseen, and an alternative care option was not available.

2.2. The employee's dependent(s) will only be on campus for a limited time and must remain with the employee in their office or other inconspicuous area that will not create a distraction. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation by their supervisor and will be expected to take corrective action.

2.3. Employees may not ask nor require another employee to care for their dependents while at work.

2.4. Dependents will only be on campus for an official activity (e.g., camps, workshops, programs for minors) and will only be in the employee's workplace for a limited time before and/or after the official activity.

2.5. While there are valid instances for older children and adults to use the campus, employees are not permitted to drop off their dependents anywhere on campus, including, but not limited to, the campus store, library, or common areas such as office reception and hallway seating areas.

2.6. The employee's dependent(s) must remain with the employee at all times. University resources such as office reception and hallway seating areas should not be utilized by the employee's dependent(s).

2.7. Minors on authorized visits must be accompanied by an adult at all times.

Related Statutes, Policies, or Requirements

There are no related documents.

This procedure supersedes:

- *33.99.99.C0.05, Children and Dependent Adults in the Workplace*

Contact Office

Contact for clarification and interpretation:	Human Resources 361.825.2630