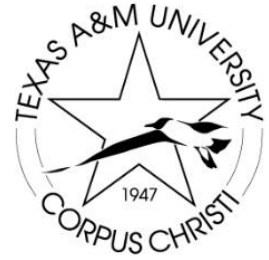


33.99.99.C0.05 Children and Dependent Adults in the Workplace



Approved: November 25, 2019
Next Scheduled Review: November 25, 2024

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. This procedure helps ensure the safety of TAMU-CC’s employees and their dependents (i.e., children and dependent adults) 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.

Employees may bring their children and/or other dependents to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. The workplace is not a proper venue 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. It is inappropriate for an employee’s dependents to be in work areas regularly and/or for extended periods of time. Their presence can cause distractions and disruptions to students and employees, put them at risk of harm, and create potential liability for TAMU-CC.

Definitions

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

Procedure

1. Employees are not permitted to bring their ill child(ren) and/or dependent adult(s) to work. Sick children and/or dependent adults who are contagious should be taken home to avoid the spread of germs to employees. Employees may use paid time off benefits for personal reasons or to care for an ill dependent.
2. TAMU-CC does not allow employees to routinely have their child(ren) and/or dependent adult(s) 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 dean or department head and adhere to the following stipulations.

- 2.1. The care of the employee's child(ren) and/or dependent adult(s) was unforeseen, and an alternative care option was not available.
 - 2.2. The child(ren) and/or dependent adult(s) will be on campus for a limited time and remain with the employee in their office or other inconspicuous area that will not pose 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. Supervisors shall not ask nor require their employees to care for the supervisor's child(ren) and/or dependent adult(s).
 - 2.3. The child(ren) and/or dependent adult(s) will be on campus for an official activity (e.g., camps, workshops, programs for minors) for a significant period of the day and will only be in the employee's workplace for a limited period of time before and/or after the official activity.
 - 2.4. While there are valid instances for older children and adults to use the campus, employees are not permitted to drop off their child(ren) and/or dependent adult(s) anywhere on campus, including, but not limited to, the campus store, library, or common areas such as office reception and hallway seating areas. The employee's child(ren) and/or dependent adult(s) must remain with the employee at all times. University resources such as office reception and hallway seating areas should not be utilized by employee's child(ren) and/or dependent adult(s).
 - 2.5. Minors on authorized visits must be accompanied by an adult at all times.
3. This procedure is not intended to prohibit individuals from coming to campus for educational purposes or events open to the public.

Related Statutes, Policies or Requirements

There are no related documents.

Contact Office

Contact for clarification and interpretation: Human Resources
(361) 825-2630