



CITY OF LOWELL

GUIDELINE ON CHILDREN, FAMILY AND FRIENDS IN THE WORKPLACE POLICY

I. Introduction: The City is committed to promoting a culture which is supportive of the needs and career aspirations of employees with family responsibilities. However, many work areas present significant health and safety hazards to children and can interfere with the normal work performance of colleagues.

II. The Purpose of this guideline is as follows:

1. Protect the well-being of co-workers.
2. Protect the welfare of employees' children.
3. Prevent potential liability to the City from occurring.

III. Policy:

The City understands that despite the ranges of private childcare options available to employees, there may occasionally be the need for the employee to bring their children onto City property. Employees should therefore utilize the following procedures in circumstances that are either unforeseen, where they are unable to make alternative arrangements.

IV. Procedure:

Requests to bring children to the workplace should be directed to the employee's department head. Department heads will take into consideration several factors before authorizing permission. Factors when considering permission to bring children to the workplace may include the age of the child, length of time involved, frequency of attendance, environment, health and safety issues, and the degree of possible interference with other employees. Children with infectious diseases must not be brought into the workplace.

Provisions for sick children should normally be made within the context of various forms of leave available to employees which include leave benefits.

Permission may be withdrawn should any children be disruptive to the workplace or to other employees.

Parents should be sensitive to the needs of colleagues and should not expect others to care for their children. Parents must be aware that the ultimate responsibility for the safety of their children rests with them. In addition, there are some areas which are intrinsically hazardous and to which children cannot be admitted. These areas may include laboratories where chemicals are stored, motor vehicle garages, etc.

Unauthorized or non-city employees are not allowed to ride in city owned vehicles except for official or protective custody purposes.

V. Assistance:

The City provides an Employee Assistance Program to assist in child care issues and supports the use of Family and Medical Leave and accrued leave to care for unwell dependents. For further information regarding these benefits, contact the Human Relations Office at 978.970.4105.

This policy is applicable to all employees.