

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Children in the Workplace	ORIGINATION DATE: January 4, 2016 REVISION DATE: March 21, 2016 EFFECTIVE DATE: After last signature
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PURPOSE

- 1.1 This SOP governs children in the workplace. Divisions may institute their own stricter standards due to hazardous and sensitive areas.
- 1.2 This SOP is necessary to maintain a professional work environment, avoid disruptions of employees in the performance of their job duties, to reduce personal and property liability, and to protect the welfare and safety of employee's children.

DEFINITIONS

- 1.3 School-aged Children: A child between the ages of 5 and 18 years.
- 1.4 Awards Programs: Years of Service, Commendation, Promotion, Recognition, Retirement

WORK STANDARDS / PROCEDURES

Work Standards

- 1.5 Children are permitted in the workplace for authorized events. Authorized events include:
 - 1.5.1 Awards Programs; (open to all children)
 - 1.5.2 Take your Son/Daughter to Work Day (OBC Resolution 03-25-15-B, school aged children only);
 - 1.5.2.1 A predetermined 3-1/2 hour (1:00 pm – 4:30 pm) timeframe will be established by each department
 - 1.5.3 May also include parties, picnics and gatherings (open to all children)

- 1.6 Supervisors must use discretion when allowing children into the workplace during a scheduled shift.
- 1.7 Adult supervision is required at all times.
- 1.8 Employees are not allowed to bring children into any employee training as it is considered a paid work shift.
- 1.9 Employees are not allowed to bring sick or ill children into the workplace.
- 1.10 If an employee receives approval to bring children to work, the following criteria must be adhered to
 - 1.10.1 The employee must supervise their child(ren) and ensure they are not disruptive to the other employees in the workplace.
- 1.11 The employee will accept full responsibility for the child's safety and for any damage to property or injury to persons caused by the child's presence.

Procedures

- 1.12 Employees will:
 - 1.12.1 Have the approval of their supervisor prior to bringing their child(ren) into the workplace.
- 1.13 Supervisor may:
 - 1.13.1 Grant employees permission to bring children to the workplace.

REFERENCES

- 1.14 BC Resolution 03-25-15-B: "Take Your Son/Daughter to Work Day).