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1. PURPOSE

Westminster College will allow staff who are new parents to bring infants up to four months in age to work under the following guidelines. This program is intended to support employees in their transition back to work after the birth or adoption of a child.

This program will be in effect from May 1, 2019 to April 30, 2020. At the conclusion of this period the program will be reviewed with consideration for ongoing implementation.

This procedure applies to full-time staff.

2. ELIGIBILITY AND APPROVAL

Full time staff who have been in their position for a minimum of one year may request to participate in the infant at work program. Staff must have a workspace suitable for an infant where there is no disruption to the work of others or service to our students.

Requests should be submitted to the employee’s direct supervisor. Supervisors will consult with the cognizant cabinet member and the Executive Director of Human Resources to evaluate the suitability of the workspace and any other considerations.

There may be situations in which approval will not be granted, or will granted with limitations, based on the essential functions of the position.

3. PARENT RESPONSIBILITIES

1. The parent is responsible for the care and safety of their infant at all times. If the parent’s duties require that they leave their primary work site, the parent will take the infant with them. A parent participating in this program may not leave their workspace (not even for a short time) without taking the infant with them.

2. The parent must provide all supplies and equipment needed to care for the infant at work and ensure that the area is kept in a clean and sanitary condition. Diapers must be changed only in designated areas. Used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in an appropriate container provided by the parent and placed in a designated area. All supplies utilized by the parent must be maintained in a manner that is not disruptive to the work of other employees.

3. Parents must continue to fulfill all job responsibilities. There may be work circumstances that require a parent’s full attention such that it may be necessary for parents to make other arrangements for child care during participation in this program. On a given day, if the parent is unable to meet job responsibilities while caring for their child at work, the parent will make arrangements for the infant's care outside the College’s premises.
4. Parents must identify a quiet room for use in the event that an infant becomes noticeably fussy or otherwise causes a distraction in the workplace or prevents the parent from accomplishing their work. If the infant does not calm down within 30 minutes, the parent must remove the infant from the workplace for the remainder of that day.

5. If a baby is fussy for a prolonged period of time, causing a distraction in the workplace, or preventing the parent from accomplishing required work, the parent will remove the infant from the workplace. The parent will account for time away from work according to leave time provisions in the staff handbook.

6. A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent.

4. PROBLEM RESOLUTION

Any complaints related to infants at work should be made to the parent’s immediate supervisor or to a member of the human resources department. Complaints may be made anonymously. If concerns or complaints arise, the parent, their supervisor, and a member of the human resources department will work together to identify solutions. It will be at the discretion of the supervisor and the director of human resources to withdraw approval for an infant at work arrangement if necessary for the productivity of a work unit.

Westminster College may withdraw approval for an infant at work at any time if a parent’s performance declines or if organizational needs are not being met (i.e., complaints and/or disruptions to coworkers cannot be resolved), or if the parent does not comply with the responsibilities listed here. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances.

5. FORMAL AGREEMENT

Staff who are approved participate in this program will be required to sign a formal acknowledgement of responsibility and release of liability agreement. This agreement is available through the Human Resources department.