



## **Personnel Policy Manual**

### *Infants at Childcare Policy*

#### Guidelines:

- If an infant is placed in childcare, a breastfeeding mother will be allowed a flexible work schedule to allow her to pump breast milk or breastfeed her infant for up to one year from birth of the child. The schedule will be worked out and agreed upon by the mother and the division director.

### *Infants at Work Policy*

#### Guidelines:

- An infant younger than 6 months of age may accompany his or her parent to the office during normal work hours with prior approval of the division director. Traditional childcare arrangements may be necessary before the infant is 6 months of age if the child would benefit from a less restrictive environment.
- Appropriate furniture for the infant's care must be provided by the parent(s).
- When an infant accompanies a parent to work, 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 an area not used by staff for office or meeting space.
- An infant who accompanies his or her parent to work should stay in the parent's workspace. The infant may be in another employee's workspace if the arrangement is agreed upon by the parent and the other employee. Consideration must be taken to ensure the environment is safe for the infant at all times.
- This arrangement will be evaluated weekly by the division director. If, in the opinion of the division director, the infant's presence is disruptive to the work environment, alternative childcare arrangements must be made by the employee. Disruptions of the work environment also include excessive visiting of the infant by coworkers.
- Non-state employees, including an employee's child, may not travel in state vehicles. If the parent's job includes travel, he or she will need to make childcare arrangements for those days of travel or travel in his or her own vehicle. This alternative travel arrangement must be approved by the division director.