Procedure: 4.3.2p7. (III.L.7)
Children in the Workplace

Revised: October 29, 2014.

Last Reviewed: September 20, 2022; December 30, 2019; and October 29, 2014.

Adopted: October 29, 2014.

I. PURPOSE:
The State of Georgia (through its benefits and leave programs) and the Technical College of Georgia (TCSG) (through employment-related policies, procedures, and programs) seek to provide a work-life balance that is supportive of employees and their families. The TCSG cannot, however, permit continued or reoccurring presence of children in the workplace due to potential legal liability, health and safety concerns, and/or the potential disruption to other employees and/or TCSG operations. For these reasons, children may not be brought to the workplace except in the circumstances referenced in Paragraph VI.A.1.

II. RELATED AUTHORITY:
O.C.G.A. § 20-4-11 – Powers of Board.
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

III. APPLICABILITY:
All work units and Technical Colleges are associated with the Technical College System of Georgia.

IV. DEFINITIONS:
Child: any individual under the age of eighteen (18).

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. General Provisions:

1. A child may not be brought to the workplace except in the following circumstances:
   a. an emergency referenced in Paragraph VI.A.7.;
   b. when a child is enrolled in a Technical College’s child enrichment center or group day care home;
   c. when a child is participating in a Technical College dual enrollment program or a live-work project (e.g., as a client receiving dental hygiene or cosmetology services);
   d. when a child is present for a brief visit (e.g., a visit in conjunction with
a school activity or holiday, the period before or immediately after a
scheduled doctor's appointment – provided the child is not contagious); or
e. in conjunction with an activity specifically scheduled and designed for
the child's or children's benefit.
2. A child may not be present in the workplace regularly or regularly, such as
after school or on school holidays.
3. Any child having an illness or an infectious disease that prevents him/her
from attending a childcare facility, being kept by a child care provider, or
attending school may not be brought to the workplace.
4. The workplace may not be used as a substitute for regular childcare;
therefore, if an employee must attend to his/her child and short-term
childcare arrangements cannot be made, the employee should request leave
to accommodate the child/children according to the TCSG Leave
Procedure (Policy: 4.5.2.) to include, as applicable, the use of accumulated
FLSA compensatory time. If an employee has no accrued leave or, as
applicable, accumulated FLSA compensatory time, the employee may request
to be placed on authorized leave without pay for the absence.
5. An employee who brings a child to the workplace is responsible for the
child’s safety and behavior and should not leave the child unattended. The
TCSG does not accept responsibility/liability for any injury to a child visiting
any TCSG workplace. The employee is also financially responsible for any
damages caused by a child in the workplace.
6. A child is not permitted in any area of the System Office or a Technical
College that is potentially hazardous or high-risk, including, but not limited to:
mechanical rooms; areas/work rooms where chemicals are stored;
workshops/work areas/laboratories associated with an academic program
(e.g., welding, construction, automotive, air conditioning, etc.); areas
containing power tools or machinery, including those with exposed moving
parts; and, food preparation areas to include those associated with a
Technical College culinary arts program.
7. In an emergency (e.g., when an employee cannot be absent from work due to
workload demands), an employee's immediate supervisor, reviewing
manager, or other TCSG official may grant an exception to this general
prohibition for one or more scheduled workday(s). If an exception is granted,
the employee is responsible for supervising his/her child while he/she is in the
workplace and must ensure that the child is not disruptive to other
employees. NOTE: an exception for a child with an infectious disease/condition
will not be considered.
8. A supervisor, reviewing manager, or TCSG official may direct an
employee to remove a child from the workplace at any time if it is determined
that the provisions of this procedure have not been followed.

VII. RECORD RETENTION: N/A