

# North Dakota State University

## Policy Manual

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### SECTION 134.1 WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES

SOURCE: NDSU President

1. North Dakota State University respects the importance of balancing work and family/dependent responsibilities and recognizes that there are times when these work responsibilities and family/dependent responsibilities will conflict with each other. Various options for employees to care for their dependents in the form of paid and unpaid leave are provided in the NDSU policies (see sections 130, Annual Leave; 135, Family Medical Leave - Uncompensated; 143, Sick/Dependent Leave; and 149, Leave Without Pay) see <http://www.ndsu.edu/policy/>.
2. Occasionally situations arise that are not specifically covered in these policies. When such situations occur, NDSU is committed to addressing them with sensitivity and fairness to all concerned and will consider an employee's request to accommodate the situation, based on the following factors:
  - A. Workplace health, safety, and institutional liability issues related to the request;
  - B. Potential impact on the employee's work accomplishment and performance;
  - C. The employee's performance history;
  - D. Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
  - E. Length of time involved in the employee's request;
  - F. Concerns of relevant decision-makers and clientele (for example, county commissioners for county Extension staff).

NOTE: In some cases, the employee may be required to sign a liability waiver.

3. Prior to a decision regarding the employee's request, the employee's immediate supervisor will discuss the situation and the request with his/her supervisor and consult with relevant campus staff such as those in the Office of Human Resources/Payroll to assure that all reasonable options for a mutually satisfactory way to address the employee's situation are explored.
4. With regard to infants and young children, parents/guardians are responsible for arranging regular, appropriate childcare. In the event of an emergency, an employee may need to bring a child(ren) to the workplace for a short period; in these circumstances the employee is expected to
  - inform his/her supervisor;
  - supervise the child(ren) at all times;
  - assure that disruption to co-workers and clientele is minimal; and
  - prohibit children from entering hazardous areas.

A child who has an illness that prevents him/her from being accepted by a regular child care provider or from attending school, particularly a child with an infectious illness, should not be brought to the workplace.

The supervisor retains the right to instruct the employee to remove a child from the workplace if these expectations are not met and the factors outlined in #2 above are not satisfactorily addressed.

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HISTORY:

New

February 2006