

# North Dakota State University

## Policy Manual

---

### SECTION 134.1 WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES

SOURCE: NDSU President

1. North Dakota State University respects and values 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, employees can request accommodation. NDSU is committed to addressing these requests with sensitivity and fairness to all concerned and will work 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. Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
  - D. Length of time involved in the employee's request; and
  - E. Concerns of relevant decision-makers and clientele (for example, county commissioners for county Extension staff).
3. 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. Each department shall take the following into consideration before allowing a child(ren) into the workplace.
  - A. The situations where the presence of a child(ren) would create an untenable disruption of the work environment, noting that the onus is on the unit to demonstrate that an untenable disruption would occur in those situations;
  - B. Physical locations in the unit in which the presence of a child(ren) would present a health, safety or liability issue; and
  - C. The processes and procedures by which approval to bring a child(ren) to the workplace would be approved and utilized.

In all instances, the employee shall

- A. Inform his/her supervisor;
- B. Ensure adequate supervision of the child(ren) at all times;
- C. Minimize disruption and impact on the workplace;
- D. Prohibit the child(ren) from occupying hazardous areas;
- E. Accept responsibility for the actions of the minor, including the safety of the minor and any damage to property or persons; and
- F. Guard against inappropriate disclosure of confidential information.

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.

---

HISTORY:

New	February 2006
Amended	March 21, 2022