Policy *134.1* Version *1* *3-23-2016*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 134.1 Workplace and Family/Dependent Responsibilities |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Changes were made to make the policy more family-friendly, and more specifically to more clearly delineate expectations for employees and their supervisors when children are brought to the workplace. Greater delineation was made between emergency and non-emergency situation.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Commission on the Status of Women Faculty (Dan Friesner, Chair)
* Daniel.Friesner@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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. Non-emergency issues impacting childcare (including, but not limited to, scheduled school closures) occasionally arise. When such situations occur, NDSU is committed to addressing them with sensitivity and fairness to all concerned. An employee shall initiate the process by making a request to her/his supervisor. An employee’s supervisor will consider the employee’s request to accommodate the situation, based on the following factors:
	1. Workplace health, safety, and institutional liability issues related to the request;
	2. Potential impact on the employee's work accomplishment and performance;
	3. Effect on the efficiency and productivity in the immediate workplace environment;
	4. Length of time and frequency involved in the employee's request;
	5. Unique unit situations and the concerns of relevant decision-makers (for example, county commissioners for county extension staff).

Upon approval, the employee is expected to ensure adequate supervision of the child(ren) at all times and to prohibit children from entering hazardous areas. In some cases, the employee is required to sign a liability waiver. The supervisor retains the right to instruct the employee to remove a child from the workplace if expectations related to the factors listed above are not met.

1. 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
	1. inform his/her supervisor;
	2. ensure adequate supervision of the child(ren) at all times;
	3. 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.

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HISTORY:
New February 2006