

## Policy Change Cover Sheet

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.



*If the changes you are requesting include housekeeping, please submit those changes to [nds.policy.manual@ndsu.edu](mailto:nds.policy.manual@ndsu.edu) first so that a clean policy can be presented to the committees.*

SECTION: **Policy Number and Name** SECTION **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 ☒ No
  - Describe change: This policy has been revised to better meet the needs of employees who have children, and experience unforeseen emergencies that may necessitate bringing children to work for short periods of time. The changes also allow flexibility to units in addressing these situations while recognizing that working conditions vary widely across the institution. This policy proposal has iterated several times over the past few years. It went to the SCC, and further changes were required. Human Resources provided feedback on the policy, including some suggested changes. Those changes were accepted and included in the current version of the proposal.
2. This policy change was originated by (individual, office or committee/organization):
  - Office/Department/Name and the date submitted Commission on the Status of Women Faculty – 03/22/2019
  - Email address of the person who should be contacted with revisions: [Daniel.Friesner@ndsu.edu](mailto:Daniel.Friesner@ndsu.edu)

*This portion will be completed by SCC Secretary (Heather Higgins-Dochtermann).*  
*Note: Items routed as information by SCC will have date that policy was routed listed below.*

3. This policy has been reviewed/passed by the following (include dates of official action):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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 [nds.policy.manual@nds.edu](mailto:nds.policy.manual@nds.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

SCC://SCC\_cover\_sheet.doc Revised 11/09/2017

# 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 consider an employee's request/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. The employee's performance history;~~
  - ~~D.C.~~ Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
  - ~~E.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).

F:

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.

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

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C. The processes and procedures by which approval to bring a child(ren) to the workplace would be approved and utilized.

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4. In all instances, in these circumstances the employee is expected to shall

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A. Inform his/her supervisor;

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B. Ensure adequate supervision of the child(ren) at all times;

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C. Minimize assure that disruption to co-workers and clientele is minimal and impact on the workplace; and

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D. Prohibit the child(ren) from entering 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.

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

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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.

HISTORY:

New

February 2006