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Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: : Human Resources - Children in the Workplace

PURPOSE: The purpose is to establish the conditions under which children may be brought to work with a parent or guardian.

POLICY STATEMENT:

It is not appropriate for children of any age to be in the workplace on a regular basis. Children may be brought to workplaces for brief visits or other times when the supervisor determines that it is necessary and more efficient for the employee to bring the child into an office, i.e., following or before a dental appointment. Children should not be allowed in areas where students, customers, and patients are being served or in any area deemed to be at high risk from a safety and compliance standpoint.

Whenever a child is at Meharry, he/she must be supervised at all times by the employee which includes being in their physical presence at all times. The employee may not leave the child unsupervised or in the custody of another employee, even for brief periods of time.

PROCEDURE: The employee must inform the immediate supervisor of the need to bring the child to work and receive approval secure prior to bringing the child to work.