



Regional Transit Authority

Children in the Workplace

(HC16)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) respects and supports a safe and conducive work environment for all employees, free of unnecessary distractions that may be caused by the presence of children in the workplace; as such, it does not encourage employees to bring children to work. However, in the event an emergency arises, employees may bring their child/children to work with prior approval from their supervisor(s).

PURPOSE

To inform employees of their responsibilities, and address RTA's expectations when they bring a child/children into the workplace.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 GENERAL

Employees may bring a child/children to the workplace only in rare and unusual circumstances, and must comply with the procedures outlined below.

1.1 Obtaining Approval to Bring Children to Work

It is the responsibility of employees with children to make arrangements for childcare during the workday. When childcare arrangements break down, an employee must seek alternatives to bringing the child to the workplace. Human Capital policies provide for various paid and unpaid options, and flexibility and scheduling. RTA acknowledges that unexpected events may disrupt the employee's normal routine, leaving an employee with no other alternative other than bringing a child/children to work.

In emergencies, when the employee cannot be absent from the workplace and has exhausted all other alternatives, employees may submit a request to his/her immediate supervisor to bring their child/children into work. Employees must receive prior supervisory approval before bringing a child/children into work. This is not an employee right, and supervisors have full discretion to approve or disapprove an employee's request. An employee must not bring a sick child/children with reasonably determined infectious illnesses into the workplace at any time.

1.2 Responsibilities of Employee When a Child is in the Workplace

The employee must provide supervision of his/her child/children in the workplace at all times. Supervision should ensure that the child does not interfere with the workplace activities of both the employee and co-workers. Employees may not bring in a child/children to work if their work involves riding/operating either a revenue or non-revenue vehicle; they work in other safety-sensitive positions; or their position requires them to be away from their work area. The employee is responsible for all aspects of the child's behavior; the child's safety; and is financially responsible for any damages caused by the child. Should a child be disruptive or become ill, the supervisor may require the employee to immediately remove the child from the workplace.

Children are not allowed in high-risk areas such as:

Bus, Rail Yards, and Ferries any areas indoors or outdoors containing power tools or machinery with exposed moving parts, such as Maintenance Shops. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).



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1.3 Acceptable Activities

RTA recognizes that children of employees will have an interest in seeing where their parents work, learning more about the RTA, and potential careers. Parents are encouraged to bring their children to work when allowed by special programs.

2.0 DEFINITIONS

Child - An individual under 18 years of age who is not an employee of the RTA.

Infectious Illness - Any illness (e.g. cold, flu, pink eye, chicken pox, etc.) that a parent knows or should know may infect others.

3.0 RESPONSIBILITIES

Employees are responsible for making arrangements for childcare, and in the event of an emergency which necessitates bringing a child/children to work, must request permission and receive approval from their supervisor before bringing their child/children to work. Employees are also responsible for supervising their child/children at all times when they are in the workplace.

Supervisors are responsible for reviewing employee requests to bring a child/children to work, approving or disapproving as appropriate; and for monitoring the work environment.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Family Medical Leave (HC26)
- PTO Sick Leave (HC20)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

