

POLICY #460

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING CHILD (CHILDREN) OF AN EMPLOYEE WHILE AT WORK

REFERENCE: Cottonwood Heights Parks & Recreation Service Area Personnel Policies and Procedures Manual.

PURPOSE: To establish a policy for employees to have children at the Service Area while on duty.

SECTION I: DEFINITIONS

Immediate Family – Wife, husband, child, or parent

Extended Family – The relatives of an individual either by blood or by marriage

Service Area – Special taxing district governed by an elected Board of Trustees. Also known as Cottonwood Heights Parks & Recreation Service Area

SECTION II: POLICY

- 1.0 Children of employees, eight years old and younger, may be cared for in the Service Area Nursery while the employee is on duty.
 - 1.1 The Nursery is available during all scheduled open hours for employee usage.
 - 1.2 The fee for employee children is \$1.00 per hour per child. Employees in the nursery will be allowed to have one child at no charge and additional children will be \$1.00 per hour per child.
 - 1.3 Employees are required to follow all rules, regulations, and guidelines of the nursery as established by the Director or Designee.
- 2.0 Children related to an employee but not a dependent must abide by the guidelines and procedures as established in the Nursery. (I.e. Two hour time limit, regular hourly fees, reservations etc.)

- 3.0 Children of employees nine years and older may not accompany the employee or be involved in any work process while the employee is on duty.
 - 3.1 Children of employees may be involved in a Service Area activity or program while the employee is working. E.g. swimming, ice skating, basketball, racquetball, etc.
 - 3.2 Children of employees not involved in a Service Area activity or program may not accompany the employee or be in the work area of the employee.
 - 3.3 Children of employees may sit at the tables in the lobby hallway.
- 4.0 Children of employees up to six months may be kept by the employee who is the mother, father, or legal guardian, in their work area with prior approval of the Director or designee in consideration of the following:
 - 4.1 Job responsibilities and previous work performance evaluations.
 - 4.2 The safety of the child in the work area and liability of the Service Area for having a child in the work station.
 - 4.3 The behavior of the child does not disrupt the work of the employee or other employees in the immediate area.
- 5.0 Approval to have a child in the work area may be rescinded at any time by the Director or designee due to the above conditions or any other conditions deemed to disrupt the work area or the job performance of the employee.

SECTION III: PROCEDURE

- 1.0 When the Nursery is not open, the above policies will apply to all children.
- 2.0 The Director or designee may make exceptions in an emergency situation or extenuating circumstances.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

Janet Janke, Chairman