



Standard Operating Procedure

Procedure Title: Children in the Workplace

Procedure #: HR.002

Revision #: 1

Unit Responsible: Human Resources

Individual Responsible: Executive Director of Human Resources

Effective Date: 10/05/2021

Initial Approval Date: 11/11/2021

Last Review/Update Date: 10/5/2021

Next Review Date: 10/5/2024

***Does this procedure support a Board Policy? Yes**

If yes, identify: [4.030-Children in the Workplace](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? No**

If yes, identify: N/A

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify: N/A

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Children in the Workplace, Board Policy 4.030

1. Purpose

To detail the expectations of all College employees regarding children in the workplace.

2. Scope

This procedure applies to all employees, including student employees.

3. Prerequisites

N/A

4. Responsibilities

The Executive Director of Human Resources; James Mitchell, (517) 483-1673 is responsible for the administration of the Children in the Workplace procedure.

5. Procedure

- Except under extenuating circumstances, children will not be permitted in the workplace at the College, including classrooms and labs. Compliance with the Children in the Workplace policy and this procedure will ensure an optimal learning environment, reduce liability, and help maintain a safe and professional work environment.
- Employees are not permitted to bring any child with them when scheduled to work except under an emergency and not before obtaining authorization in advance from their supervisor.
- The employee's supervisor, in order to meet an emergency situation, can approve a temporary exception to the policy. Exceptions are also made for LCC sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended at any time. Employees are not to take responsibility for another employee's child in the workplace.
- A child brought to the workplace due to an emergency situation will be the responsibility of the employee and must be accompanied by and be under the direct supervision of the employee at all times.
- Under no circumstances is an ill child permitted to come to work with the employee.

- To prevent injury to children and to protect equipment from damage, children are not allowed in labs and classrooms where there are equipment and/or supplies that may prove dangerous. This prohibition extends to College vehicles.

6. Reference

N/A

7. Definitions

N/A