
	CITY OF TRAVERSE CITY PERSONNEL POLICY TITLE: Infant-At-Work Program Pilot Program	POLICY NO: 230-P
		SUBMITTED BY: K. Bosley
		APPROVED BY: <i>mac</i>
Adopted Date: Pilot Program Effective Date: 08/16/2019 Supersedes No: Procedure Reference No: 230-P Page 1 of 3		Initial Adoption Date: 08/16/2019
I hereby certify that this Policy was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.		
 Martin Colburn, City Manager		8/16/2019 Date

I. Purpose:

It is the purpose of this policy is to set forth with clarity and in detail a program of the City of Traverse City to allow City employees working in those departments that have been deemed to be child safe work environments, the option of bringing their infant children into the workplace. This program provides an opportunity for employees who need or wish to return to work after the birth, adoption, or foster placement of infants, to do so. Research shows that allowing a parent and infant to remain together in the earliest stage of life supports critical bonding, healthy infant brain development and parental well-being. Allowing eligible employees to bring infants into the workplace benefits both the City of Traverse City and the employee parent/guardian in that it allows for more continuity of work, decreases time-loss, supports a positive work-life balance, increases employee engagement and job satisfaction.

II. Additional Authority


- Patient Protection and Affordable Care Act of 2010
- City Charter Section 39

III. Scope/Applies to

Full-time City of Traverse City employees who are in an administrative position, who are in good standing, and who are parents/legal guardians of infant children.

IV. Responsibility

- a. City Manager for the City of Traverse City
- b. Human Resources Director for the City of Traverse City

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V. Definitions/Acronyms

For purposes of this policy:

“Infant” – An employee’s dependent who is between 6 weeks to 6 months of age

“High risk area” includes any area with hazardous substances or equipment. Examples of high risk areas include, but are not limited to:

Fire Departments, Police Departments, construction areas, garages, Water Treatment Plant, and other areas where activities are performed or physical hazards are present such that it is unsafe for children to be present.

“Parent” means the biological father or mother of an infant, or the legal guardian of an infant. For purposes of this policy, the term “Parent” will be used to identify both the biological parent and the legal guardian of an infant.


VI. Policy Statement

It is the policy of The City of Traverse City to provide a positive work environment that recognizes parents’ responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and the community. The City of Traverse City Infant-at-Work Program encourages and/or offers the opportunity for new parents to bring their infant to work with them until the infant begins to crawl.

VII. General:

Eligibility

Full-time City of Traverse City employees who are in an administrative type position, who are in good standing, and who are a parents of an infant child are eligible to participate in the program; subject to the specific job responsibilities of the parent and subject to ensuring the physical safety of the infant. Each parent shall be limited to only one infant participating in the program at a time. Due to inherent safety hazards employees in the Fire Department, Police Department and in the General Municipal Employee (GME) collective bargaining unit are not eligible to participate. Employees currently involved in disciplinary action are not eligible to participate.

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Infants – Infants of full-time employees are eligible to participate in the program until the infant begins to crawl, subject to the provisions of these guidelines.

Alternate Care Providers – Participating parents must select at least two other City of Traverse City employees to provide alternate back-up care for the infant (more than 2 is encouraged). A minimum of two Alternates is required, with no exceptions; if the participating parent cannot find two Alternate Care Providers, they are not eligible to participate in the program. An Alternate Care Provider may not simultaneously participate in the program as a parent bringing his or her infant to work and as an Alternate Care Provider for another parent’s infant, except in rare situations, and only upon specific written approval by the City Manager.

VIII. Applicable Procedure:

Employees wishing to participate in the City of Traverse City “Infant-At-Work” Program shall utilize Procedure 230-P.




IX. Effective Date:

This Personnel Policy shall have immediate effect.

X. Other:

The City of Traverse City expressly reserves the right to refuse participation or to terminate participation in the Program if the requesting parent's position is deemed unsafe or unsuitable for the presence of an infant.

The City of Traverse City expressly reserves the right to change or revise this policy. Any changes will be conveyed to affected employees as soon as possible after any change or revision.

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 _____ Martin Colburn, City Manager		 _____ Date

I. Procedure:

Forms to Complete

The following forms are required for participation in the program:

- Individual Plan form, which outlines the specifics of the infant's care plan (Attachment 1)
- Parent Agreement, Consent & Waiver forms (Attachment 2)
- Alternate Care Provider Agreement (Attachment 3)


The requesting parent will submit all completed and signed forms to the Director of Human Resources, who will then schedule a Pre-Program Meeting.

Pre-Program Meeting

Before any infant is brought into the workplace, a meeting must take place between the parent (employee), the employee's Department Head and/or Direct Supervisor and the Director of Human Resources. All parties must review and discuss the request, and if approved, sign the proposed Individual Plan.

Requirements for Care Providers

A parent participating in this program may not leave the building (not even for a short time) without taking the infant with them.

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The requesting parent will accept complete responsibility for the safety of the infant. If the parent's duties require that they leave their primary work site, the parent will take the infant with them. An employee may not take the infant anywhere in a City of Traverse City owned or leased vehicle.

The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. Diapers must be changed only in a designated restroom and not in work areas. When an infant accompanies a parent to work, used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in an appropriate container provided by the parent and placed in an area not used by staff for office or meeting space. All supplies utilized by the parent must be maintained in a manner that is not disruptive to the work of other employees.

Parents must have day care or other arrangements in place by the time their baby begins to crawl.

There may be work circumstances that require a parent's full attention such that it may be necessary for parents to make other arrangements for child care during the utilization of this policy. Parents are expected to work closely with their immediate supervisor and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned, and parents are expected to make alternate child care arrangements when required to do so.

In order for an infant-at-work program to be effective, all parties need to be sensitive to the needs of others. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any work disturbances. If issues arise that cannot be resolved, the employee understands that the program may be terminated for that employee at the sole discretion of the City Manager.

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The City of Traverse City has provided a lactation room for breastfeeding or expressing of milk, and other private needs required of an infant's Mother; it is located in the Governmental Center on the lower level across from the mailroom. The lactation room is "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public," in compliance with Sec. 4207 of the Patient Protection and Affordable Care Act. The City of Traverse City will also provide/identify private locations/restrooms for changing and disposing of diapers.

Infant's Location During the Program

Work Station – Each parent shall make her/his workstation suitable and safe for the infant, and the infant shall be located primarily at that workstation during the work day. Any and all alterations to the employee's work space must be approved by his/her Department Head.


Quiet Space –

If a baby is fussy for a prolonged period of time, causing a distraction in the workplace, or preventing the parent from accomplishing required work, the parent shall immediately take the infant to a private space until the infant calms down and is quieter. This space can be any available conference room, the lactation room, or your vehicle if you see fit. If the infant does not calm down within 30 minutes while in the quiet space, the parent must remove the infant from the City of Traverse City premises for the remainder of that day. The parent will be charged for time away from work according to leave time provisions of the City of Traverse City's applicable vacation, personal, and short term leave policies.

Other Employees (Non-Alternate Care Providers) – The infant may be in another employee's workspace for brief intervals if requested by the other employee and approved by the parent. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed. Parents may not ask employees who are not Alternate Care Providers to care for their infant at any time.

Parents shall not travel with the Infant while driving or riding in a city-owned or leased vehicle or while conducting City business.

Illness

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A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken out of the work place for the remainder of the illness. The guidelines set forth in Attachment 4 of this policy are hereby adopted by The City of Traverse City as a means for determining whether a baby is sick.

Alternate Care Providers

The parent shall choose two Alternate Care Providers who will care for the infant if the parent needs to attend a meeting, work with a customer, go to the restroom, or during a situation in which the parent is unable to effectively care for the infant for a short time. Each care provider must have previously signed an Alternate Care Provider Agreement form (Attachment 3).

If a parent is going to be unable to care for their infant at work for a period of less than 1.5 hours within a four-hour period, the parent shall notify an Alternate Care Provider and place the infant in the Provider's care.

If the parent is going to be unable to care for their child at work for a period exceeding 1.5 hours within a four-hour period, the parent shall make arrangements for the infant's care outside the City of Traverse City premises. An Alternate Care Provider in the workplace shall not be permitted to care for an infant for a period exceeding 1.5 hours within any four-hour period.


Designated Alternate Care Providers shall not be direct supervisors of or directly managed by a participating parent. Designated Alternative Care Providers shall not be themselves actively participating in the Infants-At-Work program.

Other Personnel Caring for Infant

The City of Traverse City understands that other personnel may ask the parent for permission to care for the infant for brief periods of time. This is acceptable at the discretion of the parent as long as the productivity of other personnel is not substantially reduced. Only the Alternate Care Providers are permitted to watch the infant if the parent is unable to care for the infant for a prolonged period of time (not to exceed 1.5 hours within any four-hour period).

Complaints

All complaints related to this policy must be made directly to the parent's immediate

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supervisor, department manager, or the Director of Human Resources. If the reporting employee wish, complaints will be kept anonymous to the extent possible. The City Manager, in consultation with the employee’s immediate supervisor, the Department Head, and the Director of Human Resources shall have final discretion to decide what should be done to resolve the complaint. (See Termination of Eligibility below.)

Termination of Eligibility


Participating parents have the right to terminate their individual agreement at any time. The City of Traverse City has the right to terminate an individual agreement at any time if a parent’s performance declines or if organizational needs are not being met (i.e., complaints and/or disruptions to coworkers cannot be resolved). The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances.

The Individual Agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of their Individual Plan, or when complaints have been made that cannot be resolved. Eligibility may also be terminated at the sole discretion of the City Manager for the City of Traverse City with written notice to the employee. When eligibility is terminated, the infant must be removed from the workplace. The City of Traverse City will accommodate reasonable time needed for the parent to take the baby to an external care arrangement.

Other

The City of Traverse City Infant-at-Work Program is a voluntary option for employees, subject to approval as outlined in these Guidelines, where it is compatible with job requirements.

Other affected employees may request a “baby-free” work environment. Such requests should be made through the Human Resources Department. The City Manager, in consultation with the employee’s immediate supervisor, the Department Head, and the Director of Human Resources shall have final discretion to decide what should be done to resolve the issue.

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ATTACHMENT 1

THE CITY OF TRAVERSE CITY INFANT-AT-WORK PROGRAM
INDIVIDUAL PLAN

GENERAL INFORMATION

Name of Parent/Employee: _____ Phone: _____

Name of Infant: _____ Infant's Date of Birth: _____

Date Infant Enters Program: _____

Latest Date Infant Will Leave Program: _____

Days and Times Infant Will be Present in the Workplace: _____

ALTERNATE CARE PROVIDERS

The following employees have agreed to be alternate care providers, who will provide care for my infant when I am unavailable (not to exceed 1.5 hours within a four-hour period).


1. Name/Position: _____

2. Name/Position: _____

Note: your care providers must work the same general schedule that you do.

SPECIFIC INFORMATION

Include any other specific plan information or requirements in the space below (optional):

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IN CASE OF EMERGENCY, PLEASE CONTACT:

Name: _____ Relationship: _____
 Phone: _____ Alternate Phone: _____

Name: _____ Relationship: _____
 Phone: _____ Alternate Phone: _____

I UNDERSTAND THAT THIS PLAN HAS NOT BEEN APPROVED UNTIL I HAVE MET WITH BOTH MY DEPARTMENT HEAD AND THE HUMAN RESOURCE DIRECTOR. I UNDERSTAND THAT, IF ANYTHING ABOUT MY PLAN CHANGES, I WILL NEED TO MEET ONCE AGAIN WITH MY DEPARTMENT HEAD AND THE HUMAN RESOURCE DIRECTOR TO DISCUSS THE CHANGES AND TO GET MY NEW PLAN APPROVED.

Submitted By:

 Signature of Parent/Employee

 Date

Approved By:

 Immediate Supervisor

 Date

 Department Head

 Date

 Director of Human Resources

 Date

PLEASE ATTACH YOUR SIGNED ALTERNATE CARE PROVIDER AGREEMENTS TO THIS INDIVIDUAL PLAN.

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ATTACHMENT 2

**INFANT-AT-WORK PROGRAM PARENT AGREEMENT, CONSENT,
AND WAIVER AGREEMENT**

By signing this Agreement, I certify that I have read the Infant-at-Work Program Guidelines. I understand and agree to comply with the terms and conditions set forth in the Program Guidelines. I further understand and agree that, in the event I fail to comply with such terms and conditions or otherwise fail to meet any Program criteria currently in the policy or that may be added to the policy and conveyed to me in writing, my Program eligibility may be terminated, requiring me to remove my baby from the workplace within a reasonable period of time. I acknowledge that The City of Traverse City reserves the right to cancel or retire the Program in part or in its entirety at any time, thus requiring me to remove my baby from the workplace within a reasonable period of time. In this event, I understand that The City of Traverse City will accommodate a reasonable period of time for me to take my infant to a different care setting.


Signature of Parent/Employee

Date

In consideration of The City of Traverse City's permitting me to bring my child to work with me in compliance with the infant-at-work policy, I hereby release, on my own behalf and on behalf of my child, _____: (i) The City of Traverse City; (ii) any entity affiliated with The City of Traverse City; and (iii) any of the current or former owners, officers, directors, agents, representatives, insurers, attorneys, successors, assigns, and current employees, including any alternate care providers, if any, of The City of Traverse City and the foregoing entities from any and all claims, liabilities, causes of action and demands of any kind or character, including negligence, whether vicarious, derivative or direct, that I, _____, or any of my child's family members, heirs, or assigns now have or may hereafter have or assert against The City of Traverse City growing out of, resulting from, or connected with this policy and/or with me bringing my child to work or his/her presence at work with me. This waiver does not preclude legal remedies for injury due to malice or egregious negligence.

Signature of Parent/Employee

Date

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ATTACHMENT 3

INFANT-AT-WORK PROGRAM ALTERNATE CARE PROVIDER AGREEMENT

As a care provider, I understand and agree to the following:

I understand that being a care provider does not relieve me of my responsibilities as an employee of The City of Traverse City. By signing this Agreement, I certify that I have read the Infant-at-Work Policy Guidelines. I understand and agree to comply with the terms and conditions set forth in the Policy Guidelines.

When necessary, I will provide care for _____(infant's name) when _____ (parent) is unavailable. My care will not exceed 1.5 hours within any four-hour period.


As a care provider, I know I must work the same hours as the infant's mother or father, so I must have the same general work schedule that they have.

I understand that I must obtain my immediate supervisor's, as well as my department manager's, approval to participate in this program.

If the infant becomes disruptive to other employees, I will take the infant to a quiet area.

I understand that the parent may not leave the infant in my care if he/she is going to leave the building.

I understand that there is another designated care provider, _____ [NAME] whom I may contact for assistance.

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I understand that no other persons besides the parent, myself, and the other designated provider are responsible for the baby once the baby has been placed in my care. If another employee asks to take care of or hold the baby, I will first get the parent's approval.

If I should decide that I no longer wish to be a care provider, I will give the parent at least two weeks' notice.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS ALTERNATE CARE PROVIDER AGREEMENT.

Signature of Alternate Care Provider

Date

Immediate Supervisor

Date

Department Head

Date

Director of Human Resources

Date

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ATTACHMENT 4

GUIDELINE FOR EXCLUSION OF SICK CHILDREN

Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill, As Recommended in Caring for Our Children: National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs (Third Edition)

If the child has any of the following conditions and thus poses a risk of spread of harmful diseases to others, they shall not be brought to work. If they develop these conditions during the work day, the parent shall remove the child from the premises as soon as reasonably possible:

1. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
2. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).
3. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
4. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
5. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

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6. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
7. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
9. Untreated scabies, head lice, or other infestation.
10. Untreated tuberculosis, until a health care provider or health official states that the child can attend child care.
11. Known contagious diseases while still in the communicable stage (chicken pox, etc.)