

Earlham Public Library

POLICY: Child at Work Policy

Adopted: April 10, 2012

Reinstated: Dec. 4 2022

Next Review: Dec 2023

Child at Work Policy

The Earlham Public Library board of trustees allows employees to bring children to work in order to attract and retain talented employees and to reduce daycare costs for employees. The library facility is a public space already being used to children's activities, and children of employees should not be a disruption to the business of the library. Employees who bring children to work, their children and patrons are expected to respect the following policy.

Ill Children

1. Children with fever, vomiting, contagious illnesses or other ailments that require constant care should not be brought to the library.
2. A backup caregiver should be arranged in case a child becomes ill at the library and the employee cannot leave.

Work Expectations for Employees

1. Employee work is expected to get done in a timely manner. If work cannot be done at the library during scheduled hours, some work can be done at home without extra pay.
2. Employees should meet the children's needs quickly so the employee can focus on duties and avoid distraction to patrons.
3. If care for children makes it difficult for an employee to concentrate on work, the board has the option to revisit the employee's situation.

Designated Spaces

1. Children's equipment (playpens, etc.), toys, food and napping areas should be confined to the library office or unobtrusive spaces.
2. Employees' children in diapers should be changed in the library office or restroom, with attention to maintaining a sanitary space.

Child Behavior Expectations

1. Employees' children will be under supervision of parent at all times and are not allowed to run unattended through library or uptown neighborhood.
2. Disruptions to patrons should be limited as much as possible. For example, a colicky infant may need backup care.
3. Toys, snacks, etc. are to be provided in designated spaces only.

4. Employees' children are subject to the same rules established for child patrons of the library. Children should not be allowed to act in a way that may be dangerous to themselves or to library employees or patrons, or that may be damaging to facilities or equipment.

Patron Expectations

1. The parent has the final say on whether a child can be "handled" by patrons (including holding/passing of infants and smaller children and assisting, scolding or punishing children, etc.).
2. Any patron concerns can be addressed to the employee, to other employees or to the library board of trustees. If a recurring problem is addressed to an employee or board member, that person should ask the patron to put the complaint in writing and address it to the board for action.

This policy will be reviewed annually rather than the typical 3-year time schedule.