


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 462.3		
	Page 1 of 1		
	Last Revision Date:	05-11-98	
Effective Date:			
Section:	Personnel	Subject:	Children in the Workplace

PURPOSE

Employees may not use the College workplace for child care.

PROCEDURE

1. Except for educational purposes, it is inappropriate for employees to bring children into the workplace (office, classroom, shop, etc.) during work hours.
2. Emergency situations may arise with child care; however, frequent and extended visits are to be avoided.
 - 2.1 If an emergency occurs, the child's presence in the workplace must be approved by the employee's immediate supervisor.
 - 2.2 In such cases, child care will not be assigned to any other employee.