approved
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COMMISSION ON LEGAL COUNSEL FOR INDIGENTS
POLICY ON INFANTS AT WORK

Section 1. Infant at Work Approval

An employee may submit a request to his or her supervisor to care for his or her infant child by birth, adoption, or foster care, under the age of six months, at work during normal working hours. The supervisor shall consider and approve or deny such request.

If the supervisor approves an employee's request, the employee and other parent of the infant are required to sign a waver of liability, indemnification, and medical release, prior to the infant being brought to work.

If the infant becomes ill or fussy for a prolonged period of time causing a distraction or preventing the employee or other employees from accomplishing work, the infant must be removed from the workplace. If in the opinion of the employee's supervisor the infant's presence is excessively disruptive in the work environment or negatively affects the productivity of the employee or the other employees, the infant at work arrangement will be terminated.

Section 2. Employee Responsibilities

The employee must keep the infant in the employee's workspace. For short periods of time, such as restroom breaks, the infant may be in another employee's workspace if the arrangement is mutually agreed upon. The work environment must be safe for the infant at all times.

An employee's child may not accompany an employee traveling in a State vehicle. If the employee's job includes travel, he or she must make alternative childcare arrangements for travel days or must travel in the employee's personal vehicle. Travel must be approved by the supervisor prior to the travel.

The employee must provide appropriate furniture for the infant's care, i.e. crib, playpen, swing, etc.

The employee must use discretion as to when and where the infant's diapers are changed. 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 outside of office or meeting place.