

CHAPTER 18 INFANTS AT WORK

Section 1. Infant at Work Approval

An employee may submit a request to the division director to care for his or her infant child by birth, adoption, or foster care, under the age of six months, at work during normal work hours. The division director shall consider and approve or deny such request ([SFN 54321, Infant at Work Request](#)).

If the division director approves an employee's request, the employee and other parent of the infant are required to sign a waiver of liability, indemnification, and medical release ([SFN 59429, Infant at Work Waiver of Liability, Indemnification, & Medical Release](#)).

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 or division director the infant's presence is excessively disruptive in the work environment or negatively affects the productivity of the employee or other employees, the infant at work arrangement will be terminated.

At the conclusion of the infant at work duration, the supervisor shall complete [SFN 54320, Supervisors' Infant at Work Review](#).

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 division director 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 space.