

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: CHILDREN IN THE WORKPLACE POLICY</p>	<p>PAGE <u>1</u> of <u>2</u> PAGES</p>
	<p>RULE/CODE REFERENCE: ORC 4101.11 et seq.</p>	<p>POLICY #DNR-OHR-0003</p>
	<p>PURPOSE: To establish guidelines which clarify the practice of Departmental employees bringing children into the workplace.</p>	<p>SUPERSEDES: N/A</p>
	<p>APPOINTING AUTHORITY: ORC §1501.01 ODNR Director</p>	<p>EFFECTIVE DATE: AUGUST 1, 2014</p> <p>REVISION DATE: N/A</p> <p>APPROVER AND DATE: <i>J.H.H. Schering</i></p>

This policy applies to all Ohio Department of Natural Resources ("ODNR") employees, and in no way supersedes the negotiated language in the applicable collective bargaining agreements.

I. DEFINITIONS:

TERM	DEFINITION
ODNR Events	Pre-scheduled Department and Division activities (e.g. Bring Your Child to Work Day), when employees are invited to participate with their child/children. Employees must obtain supervisory approval prior to registering for these ODNR events, and must comply with all rules and reporting requirements associated with the ODNR event.
Individual Occurrence Exception	An exception to this policy which may be granted for a specific individual employee occurrence in which the employee needs to bring a child to the workplace on a rare occasion and for a short duration during a day until other arrangements are made. The employee must obtain supervisory approval as soon as the need is identified and prior to bringing a child to the workplace. Supervisors have discretion to approve or deny such requests, or may instead choose to approve leave in lieu of approving the exception request.

II. POLICY:

1. ODNR does not condone the presence of children in the workplace without prior notice and supervisory approval. ODNR accepts no liability for the care or actions of children while on ODNR property. Parents, custodians, and guardians assume all such liability for the care and oversight of the child/children.
2. It is not the intent of this policy to limit incidental visits by family and off duty staff (e.g., family lunch breaks, off duty staff stopping by to pick up an item or to contact Human Resources, etc.), and brief, occasional visits of this nature are not prohibited.
3. Exceptions to this policy may be granted by a supervisor or manager for ODNR events and for an individual occurrence exception. Approval for either may be subsequently rescinded by the supervisor or manager based on operational need.
4. Failure to obtain prior supervisory approval before bringing a child/children into the workplace may result in disciplinary action being taken against the employee.

5. Employees with childcare needs impacting their work schedule should immediately discuss the situation with their immediate supervisor who shall seek guidance from the Office of Human Resources.
6. In some cases, the Family Medical Leave Act (FMLA) may apply; however, employees should contact the Office of Human Resources and should not share medical information with their immediate supervisor. In addition, other voluntary options may be available based upon operational and individual needs.

III. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	<ol style="list-style-type: none"> A. To annually review policies for applicability and updates. B. To process violations of the policy according to the disciplinary process and grid.
ODNR Division/Office Supervisors and Managers	<ol style="list-style-type: none"> A. Consistently and appropriately monitor workforce to ensure compliance with policy. B. Initiate a request to ODNR Human Resources for disciplinary action as soon as they are aware of any policy violation. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Employee	<ol style="list-style-type: none"> A. Read and comply with policy. B. Notify their supervisor immediately of ODNR events and specific individual occurrence exception requests. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Complete all associated policy training in a timely fashion.

IV. RESOURCES:

[Employee/Visitor Identification Policy/Procedure](#)
[Health and Safety Policy](#)
[ODNR Family and Medical Leave Policy-Procedure](#)
[Disciplinary Policy/Procedure](#)

V. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	Policy.Coordinator@dnr.state.oh.us

Related Department Forms:

ODNR Specific Event Forms
 ODNR Leave Request Forms (including eTars and ADM 4258 Request for Leave)