

**COMMUNITY ACTION TEAM
CHILD & FAMILY DEVELOPMENT PROGRAMS**

Staff's Children Policy

It is the policy of Child & Family Development Programs that employees are not permitted to bring their children to the workplace during working hours, including during school closures, holidays, or unexpected childcare disruptions unless one of the situations outlined below apply. For safety purposes all children need to be signed into the building and the Operations Manager notified once approved by the supervisor. Supervisor is defined as a Center Manager or Admin team.

This policy applies to all employees, regardless of position or tenure. To maintain a professional, productive, and safe work environment for all employees, clients, and visitors, this policy outlines the organization's position on bringing children to the workplace. Employees are welcome to bring their children to visit their workplace, provided that the visits are infrequent, brief and planned and approved by a supervisor, in a fashion that limits disruption to the workplace.

1. Employees may have children at the workplace for no more than 30 minutes before and/or after school. Staff children will be supervised by their parent at all times and preapproved by supervisor.
2. Only enrolled employee children are permitted to attend family engagement, recruitment, socialization, and other such events. If the employee is working the event and has an enrolled child, then another adult needs to attend with that child. If you are attending as a parent, this is nonwork time therefore unpaid.
3. Nursing infants under six months of age may attend trainings or meetings with their parent with Supervisor approval. Nursing infants may not interfere with normal workplace operations.
4. Employees will be allowed to nurse at work if the baby is brought to the workplace for nursing purposes only until the child is 6 months of age. Supervisors will work with the employee to ensure required work hours are met. A private, non-bathroom space will be provided whenever possible.

Updated: 1-2026

Approved by Policy Council: 2-17-26

Approved by CAT Board: 7-27-26

5. Employees may take reasonable breaks to express breast milk until the child is 18 months of age. Supervisors will work with the employee to ensure required work hours are met.
6. Employees' Children 12 years and older may volunteer with advance approval from the supervisor and the child will comply with volunteer responsibilities.

Duties for the volunteer must be planned in advance and approved by the supervisor. If the child will be in the classroom, teachers must be consulted and approve. Volunteers that attend school are not allowed to volunteer during their scheduled school hours.

7. Sick children are never permitted in the workplace under any circumstances. All health and exclusion rules that apply to enrolled children in Policy 3-19 (Exclusion of Children from School) will also apply to employees' children.
8. Employee children are not allowed on home visits.
10. Employee children must not be exposed to confidential information, client records, or sensitive conversations. Employees are responsible for ensuring confidentiality is fully maintained at all times.
11. Employees may not bring their children to the workplace for any reason during periods of emergency (e.g. natural and/or man-made disasters, disaster recovery, health pandemics) either on an intermittent or reoccurring basis. Employees should contact their supervisor in such cases to determine alternate solutions to balance work activates and childcare needs.

Supervisors are responsible for ensuring compliance with this policy. At any time if the supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor may ask the employee to remove their children from the workplace. Repeated violations may result in disciplinary action, up to and including termination of employment.

This policy complies with CAT Personnel Policies, Oregon Child Care Licensing, and BOLI laws.

Updated: 1-2026

Approved by Policy Council: 2-17-26

Approved by CAT Board: 7-27-26