

KANSAS ADJUTANT GENERAL'S DEPARTMENT

MEMORANDUM FOR ALL STATE EMPLOYEES

FROM: TAG-SHRO

SUBJECT: Infant at Work Program
TAG Policy No. 034-20

EFFECTIVE DATE: July 10, 2017

POLICY STATEMENT: The Adjutant General's Department shall administer an Infants at Work Program for Parents of the Department to care for their Infant(s) at work subject to the conditions of this policy.

DEFINITIONS:

Care Providers. Employees who volunteer to provide back-up care for an Infant in the Infant at Work program while the Parent is unavailable due to work related reason(s) is a Care Provider.

Director. For the purpose of this policy the Division Director, Assistant Director or designee is the Director.

Infant. For the purpose of this policy the child or dependent of an Adjutant General's Department employee up to 5 months of age is an Infant.

Parents. Employees of the Adjutant General's Department who are new mothers, fathers, grandparents, or legal guardians of an Infant are Parents.

Parents' Sitting Room. A designated room where Parents or Care Providers can feed or comfort an Infant in the Infant at Work Program is a Parents' Sitting Room.

PROCESS GUIDELINES:

Eligibility

Employees in a benefits-eligible position, who are a Mother, Father, Grandparent, or legal guardian of an Infant up to their first 5 months of age, are eligible to request participation in the Infants at Work Program by completing Attachment A, "Individual Plan", in its entirety, and submitting to their Supervisor.

Each application will be reviewed based on relationship of Infant to the Parent and the appropriateness of the work environment of the position of the Parent. Some work or work environments may not be suitable for the adaptability and safety of the Infant.

The Workplace

It is the responsibility of the Parent to make his or her workstation suitable for the new Infant and provide the necessary furniture/equipment/supplies needed for the appropriate care of the Infant. The Parent is solely responsible for the disposal of diapers, and other Infant related refuse in a timely and appropriate manner. The Infant shall be located primarily at the Parents' workstation, or other approved location, during the workday.

Care Providers

Each Parent shall designate two (2) alternate Care Providers in the workplace. The Care Providers must be current Department employees who volunteer to provide care to the Infant in the event the Parent is unavailable due to attendance at a meeting, participation in a telephone conference, training, or other required activity for their position.

An Alternate Care Provider may not participate in the program as a Parent of an Infant, and as an alternate Care Provider for another Parents' Infant

Each Care Provider shall complete and sign the Attachment B, "Care Provider Agreement" outlining the terms of the Care Providers agreement.

If a Parent is going to be unavailable, the Parent shall notify the Care Provider and place the Infant in the Provider's care. A Care Provider in the workplace shall not be required to care for an Infant for a period exceeding 1.5 hours within a four-hour (4) period. If the Parent is going to be unavailable for a period exceeding 1.5 hours within a four-hour (4) period, the parent shall arrange for the Infant's care outside of the agency.

Individual Plan

Each participating Parent shall complete and sign Attachment A, "Individual Plan" setting out an individualized Care Plan for the Infant, which shall be submitted to the Parent's supervisor for review and approval by the supervisor and Director. Included in the Plan will be the days and times the Infant will be present in the workplace, contact names, contact information, and schedule of the alternate Care Providers, and the requested dates the Parent will begin and end participation in the Program.

If the Individual Plan is completed prior to the Infant's birth, a revised Individual Plan shall be submitted to include updated information, if different from the originally submitted Plan. Updated Plans shall be reviewed and approved by the Director.

All Individual Plans shall be approved by the State Human Resource Director. Upon final approval, the Parent may bring the Infant into the workplace.

The Parent and his or her supervisor shall meet from time to time to discuss and resolve issues, if any, related to the Infant in the workplace.

Managing Infants

Where possible, the Director shall provide a designated Sitting Room that provides privacy to the Parent in the care of their Infant. Breastfeeding shall be done in the Parents' Sitting Room, or other enclosed area or office out of view of the public and/or co-workers.

In the event an Infant becomes noticeably fussy, noisy, unmanageable, or causes a disruption in the workplace or prevents the Parent from accomplishing work, the Parent must immediately take the Infant to the Sitting Room until the Infant settles down. If the Infant does not settle down within 30 minutes, the Parent must make arrangements to remove the Infant from the workplace. The Parent shall use appropriate leave for time missed due to removing the Infant from the workplace.

A sick Infant shall not be brought into the workplace, and if the Infant becomes sick at work, the Parent must make arrangements to remove the Infant from the workplace. Attachment C, "Center For Disease Control" provides a list of reasons Infants should not be brought into the workplace and shall be utilized by Parents as a means of determining whether an Infant should be kept away from the workplace and management as a means of determining whether an Infant should be removed from the workplace.

Infants shall not be transported in an agency-provided or leased vehicle.

Complaints

Any complaint regarding a program participant shall be made in writing, signed by the person(s) making the complaint, and submitted to the Parent's supervisor.

All appropriately submitted complaint shall be reviewed and discussed by the supervisor and the complaining person(s). The supervisor shall provide a copy of the complaint to the Parent, and discussed to determine how to resolve the complaint. If the complaint is not resolved successfully, the issue will be resolved by the Director.

If the Parent is required to take action to resolve the complaint, the Parent shall modify the Individual Plan to include the steps to be taken to resolve the complaint. The modified Individual Plan shall be re-submitted for approval.

Termination of Eligibility

The Parent's eligibility to participate in the Program shall be terminated when:

- The infant becomes 150 days old;
- The Parent is no longer an employee of the Adjutant General's Department;
- The Parent chooses to discontinue participation in the program; or
- A decision is made pursuant to the complaint procedures terminating the eligibility of the Parent.

Upon the written request of the Parent, the Director may approve up to 30 days of additional eligibility in the program for extenuating circumstances. **Even under extenuating circumstances, Infants will not be allowed to remain in the workplace after they reach 180 days of age.** Written agreement of such extension shall be sent to the State Human Resource Director for placement in the program file.

If a Parent's eligibility is ended as a result of a complaint, the Parent shall be notified, in writing, of the decision by the State Human Resource Director, and the Parent shall discontinue bringing the Infant into the workplace within seven (7) working days from receiving such notice.

The Kansas Adjutant General's Department reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Program in part or in its entirety, with or without cause, requiring the Parent to remove his or her Infant from the workplace immediately.

Responsibilities

It is the responsibility of the Director to review each Individual Plan and determine whether or not to approve the agreement in a fair and consistent manner.

It is the responsibility of the Parent to respect the work environment of co-workers, callers, and visitors to the Department by managing their Infant, while in the workplace, in a manner that is conducive of a professional, productive, and responsive work team.

It is the expectation of the agency that other employees will respect the obligations of the Parent and not intentionally wake or otherwise antagonize the infant.