

# Section 5: Safety

---

## Policy #7: Children in the Workplace

Effective Date: July 1, 2011

### I. Purpose

The purpose of this policy is to establish guidelines for children in the workplace.

### II. Scope

This policy shall apply to all persons holding a regular full-time or regular part-time paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

### III. Background

None

### IV. Definitions

### V. Legislation

None

### VI. Policy

The Town of Mooresville strives to foster a healthy balance between workplace obligations and family matters. However, frequent recurring presence of visitors or family members during work hours is unsuitable for the following reasons: may cause decreased productivity, health and safety issues to the visitor and the Town, and liability to the Town.

### VII. Provisions

- A. The Town of Mooresville does not permit continual presence of children who require direct supervision in the workplace in lieu of other childcare arrangements. Emergencies should be discussed with the appropriate supervisor and may be accommodated on an individual basis.
- B. This policy applies to all Town buildings.

- C. This policy is not intended to prohibit family members, minors, and dependents from attending Town events or authorized use of Town facilities.
- D. Children and infants are welcome to visit the workplace on an occasional basis for brief visits. Employees should be aware that requesting fellow employees to provide childcare is an unacceptable practice.

**VIII. Authorization**

Approved by:

*Erskine Smith*

Town Manager

*July 1, 2011*

Date