

Infant-at-Work Policy

It is the policy of Greensburg Public Library to provide a positive work environment that recognizes parents' responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and society. The Greensburg Public Library Infant-at-Work Program encourages new mothers or fathers to return to work sooner by allowing the new parents to bring their infant to work with them until the child is 240 days old or the infant begins to crawl, whichever comes first.

Eligibility

Parents - Eligibility will be determined by the Greensburg Public Library Board of Trustees. This eligibility will be handled on a case-by-case basis. Employees currently involved in disciplinary action and employees who have not completed their 90-day orientation/probation period are not eligible to participate.

Infants – Infants up to 240 days old or until the infant begins to crawl are eligible for the program, subject to the provisions of these guidelines.

Alternate Care Providers – Parent must select two other Greensburg Public Library employees to provide back-up care for the infant. An alternate care provider may not simultaneously participate in the program as a parent. They may serve in this capacity for only one infant at a time.

Application Procedure:

Application - Parents wishing to participate in the Infant-at-Work must apply. The following forms are required and must be submitted to the Library Director for review:

- 1 Individual Plan, which outlines the specifics of the infant's care plan (Attachment 1)
- 2 Parent Agreement, Consent & Waiver forms (Attachment 2)
- 3 Alternate Care Provider Agreement (Attachment 3)

Pre-Program Meeting - After the submission of application, the Library Director will set a pre-program meeting with the parent. During this meeting both parties must review, discuss, and approve the proposed Individual Plan. Specific job responsibilities of the parent will be taken into consideration as well as their work environment.

Parents may request a temporary, alternative work assignment if their current assignment is not suitable for participation in the program. The Greensburg Public Library will attempt to accommodate such requests based on business and staffing situations at the time of the request but is not required to meet said requests.

Approval - After the Pre-Program meeting the Library Director will request a meeting with the Policy and Personnel Committee of the Library Board of Trustees. This committee will review the Individual Plan and make a recommendation for the parent. Final approval is made by the Library Board of Trustees at their next regular monthly meeting. This determination will be final.

Trial Period

The program will begin when the parent feels ready to return to work. The parent will have thirty days after the birth of their child to set a start date.

Following the start of this program the parent and infant will enter a three-week trial period. This period will ensure that the program is a good fit for the Library as well as parent and infant. At the end of this period a follow-up meeting will be held with the parent and the Library Director. In the event that the parent is the Library Director this meeting will be held with the Policy and Personnel Committee. An anonymous survey will be sent to co-workers for their input. Input from co-workers as well as a review of work productivity will be discussed at this meeting.

Parent/infants who have had a successful trial period will continue with this program. If issues arise that cannot be fixed, the program may be terminated.

Parents are encouraged to have backup daycare arrangements made in the event that the Infant-to-Work program is not a good fit.

Rate of Earnings

Due to the nature of caring for a child at work, employees participating in this program will earn 45 minutes of every hour they work. This ensures that adequate time is given to infant care. This rate applies to hours worked while the infant is at the Library. Parents working without their infant will earn time at their regular rate.

Requirements for Care Providers

The parent will accept complete responsibility for the safety of the infant. If the parent's duties require they leave their primary work site, the parent will take the infant with them. The infant may not travel in a Greensburg Public Library vehicle.

The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. Diapers must be changed only in a designated restroom or in designated locations and not in work areas. When an infant accompanies a parent to work, 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 provided by the parent and placed in an area not used by staff for office or meeting space. All other supplies utilized by the parent must be maintained in a manner that is not disruptive to the work of other employees.

Parents must have day care or other arrangements in place by the time their baby is 240 days old or begins to crawl, whichever comes first.

Parents are expected to work closely with their supervisor and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned and parents are expected to make alternate child care arrangements when required to do so.

In order for an infant-at-work program to be most effective, all parties need to be sensitive to the needs of others. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office

disturbances. If problems arise that cannot be resolved, the employee understands that the program may be terminated for that employee.

If a baby is fussy for a prolonged period of time, causing a distraction in the workplace or preventing the parent from accomplishing required work, the parent shall remove the infant from the workplace. The parent will be charged for time away from work according to leave time provisions of Greensburg Public Library or may be subject to pay deductions for missed work.

Greensburg Public Library will identify one or more locations on the premises that employees may use, if they so choose, while breastfeeding or otherwise feeding their infants.

Infant's Location during the Program

Work Station – Each parent shall make her/his workstation suitable for the new baby and the baby shall be located primarily at that workstation during the work day. Greensburg Public Library will make every effort to offer a privacy office, if needed, but can not guarantee this if space constraints make it infeasible.

Designated Area – In the event that an infant becomes noticeably fussy, loud, or uncontrollable, or exhibits any behavior that causes a distraction in the workplace or prevents the parent from accomplishing work, the parent must immediately take the infant to a designated area until the infant calms down and is quieter. If the infant does not calm down within 30 minutes while in the designated area, the parent must remove the infant from Greensburg Public Library premises.

Other Employees – The infant may be in the alternate care providers' workspace for brief intervals if the arrangement is agreed upon in advance. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed.

Illness

A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent. The Center for Disease Control ("CDC") "Recommendations for Inclusion or Exclusion" of children from out-of-home child care settings are attached hereto as Attachment 4, and are hereby adopted by Greensburg Public Library as a means for determining whether a baby is sick.

Alternate Care Providers

The parent shall choose two alternate care providers who will care for the infant if the parent needs to work with a customer, go to the restroom, or participate in another event in which it is inappropriate or dangerous for the infant. Each care provider will have previously signed an Alternate Care Provider Agreement form (Attachment 3).

Alternative care providers are not replacements for the parents care. Their services are to be used sparingly and are not to exceed 15 minute intervals. The accumulation of this time should not exceed 1 hour in an 8 hour working day. Other instances will be handled on a case-by-case basis.

Only the designated care providers should be asked to watch the infant if the parent is unable to care for the infant. Other employees are not encouraged to care for the infant during work hours.

There may be work circumstances that require a parent's full attention such that it may be necessary for parents to make other arrangements for outside child care.

Complaints

All complaints must be made directly to the Library Director or Assistant Director. Complaints may be made anonymously; however, staff members are encouraged to meet with a library manager to discuss the issue. Anonymous surveys will be submitted to all staff following the 3 week trial period. This survey will allow for coworker input into each baby-at-work experience.

In the event that an agreement cannot be reached between staff members and the parent, this program may be terminated. This final decision will rest with the Library Board of Trustees.

Termination of Eligibility

Parents have the right to terminate their individual agreement at any time. Greensburg Public Library has the right to terminate an individual agreement at any time. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create office disturbances.

This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of their Individual Plan, or when complaints have been made that cannot be resolved. Eligibility may also be terminated at the sole discretion of Greensburg Public Library. When eligibility is terminated, the infant must be removed from the workplace. Depending on the circumstances, Greensburg Public Library may require immediate removal of the infant.

Other

Other affected employees may request a "baby-free" work environment. Such requests should be made through the Library Director. Greensburg Public Library will attempt to accommodate such requests based on business and staffing situations at the time of the request.

Participation in the Greensburg Public Library Infant-at-Work Program is a privilege and not a right. The Greensburg Public Library expressly reserves the right to refuse participation in the Program for any reason. The parent or Library can cancel the Infant-at-Work agreement at any time.

Greensburg Public Library expressly reserves the right to change or revise this policy with or without notice.

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