To: All University Libraries’ Employees

From: Dr. Sylvania Ford,
Dean, University Libraries

Subject: Policy on Children of Library Employees in the Workplace

Date: May 24, 2011

The following policy applies to all employees of the University Libraries. The office of Human Resources has reviewed and accepted this policy and will support its implementation.

The presence of minor children in the workplace during a parent’s scheduled work hours puts the safety of the child in jeopardy, distracts the parent from his/her work, and can be disruptive to other staff and library users. In light of this, the University Libraries has established the following policy regarding Children in the Workplace.

Library employees are expected to make arrangements for the ongoing care of their children outside of the library during their scheduled work hours. Bringing dependent/young children, who require regular parental care, into the library during work hours should be the exception, not the standard. It should be done only on a temporary basis for emergency situations and with the supervisor’s approval. While permitting children in libraries can be an effective method of encouraging library use and developing positive library skills, the presence of young children should never interfere with any employee’s job performance or be disruptive to other staff or library users. Supervisors are encouraged to be liberal in allowing the use of leave and/or flexible scheduling in these emergencies.

Your signature below indicates that you have read and understand this policy. Please sign and date this memo.

Employee – Print Name ___________________________ Date ________________

Employee Signature

For University of Memphis Children On Campus Policy go to: http://policies.memphis.edu/UM1645.htm