

TITLE	POLICY NUMBER	
Infant at Work	DCS 04-46	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	11/01/2017	1

## I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to providing a safe, healthy, and positive work environment for employees. The Infant at Work program offers parents the opportunity to bring their infant to work until: the infant is six months old (180 days from the date of birth); the infant can crawl; or the agreed-upon end date on the Infant at Work Approval form – whichever comes *first*. This policy outlines information on and instructions for participation in the Infant at Work Program.

## II. APPLICABILITY

This policy applies to all employees of DCS who are parents or legal guardians of an infant. Instances where employees are parenting two or more infants will be handled on a case-by-case basis. Only employees who do not have client contact, are in good standing, and work in the “Central Office”, located at 3003 North Central Avenue in Phoenix, are permitted to participate in the Infant at Work program at this time. This is considered a pilot program and may be extended to other DCS offices at a later date.

## III. AUTHORITY

[A.R.S. § 8-453](#)

Powers and duties

## IV. DEFINITIONS

Alternate Care Provider: Another employee who agrees to care for the infant when the parent employee is unable to do so, or in the case of an emergency.

Client: A person receiving services from DCS or anyone who is interacting with the department as an outside entity.

Department or DCS: The Department of Child Safety.

Department Management: The Assistant Director, Deputy Director, Chief, or leadership positions responsible for making decisions in the chain of command of the employee applying for participation in this program.

DCS Premises: Property that is owned or leased by the department.

Employee: Regular, full-time employees not including temporary hires, contract staff, or interns.

Employee in Good Standing: An employee who:

- has an overall MAP score of 2.0 or higher;
- has not received any formal discipline (written reprimand, suspension, or involuntary demotion) within the last 12 months from the date of request;
- is not the subject of an investigation into allegations of misconduct, or has pending discipline, including dismissal. Approval will be withheld until any pending matter is decided;
- is not currently on a Performance Improvement Plan (PIP).

Infant: A baby less than 180 days of age. If the infant is able to crawl, they are not considered eligible for participation in this program.

Infant at Work Approval Form: The Department's approval form that is used to document the approval given to an employee allowing their infant to be present in the workplace.

Privacy Drape: A cloth that may be used by the mother to cover herself and the infant during breastfeeding.

Supervisor: The immediate supervisor of the employee.

## V. POLICY

- A. A parent employee who wishes to apply to participate in this program shall contact their supervisor and the HR Employee Relations Manager to schedule a meeting, prior to the birth or desired start date, to discuss participation in the program.
- B. Only DCS employees in good standing are eligible to request to participate in the Infant at Work program. Department Management reserves the right to deny or revoke the privilege of participating in the Infant at Work Program as either a parent employee or Alternate Care Provider.
- C. Written approval must be obtained from the direct supervisor of the parent employee, Alternate Care Provider, and Department Management.
- D. The parent employee must provide a plan of alternative care for the child, which includes two employees who agree to care for the infant in certain instances, and also provide emergency contact information for the infant.
  - 1. An emergency constitutes any situation that would render the parent unable to care for the infant.
  - 2. An emergency contact must be someone who is able to provide immediate care for the infant if the employee becomes incapacitated due to illness or some unforeseen circumstance.
  - 3. An employee who can care for the infant is considered an Alternate Care Provider and is defined in the section above.
- E. When the infant is in their care, an Alternative Care Provider must comply with the same guidelines (B, C, G, I, K, L, M, N, P, Q, R, V, W, X, Y, Z, AA, BB) outlined in this policy as the parent employee.
- F. The parent employee may not leave the building while the infant is in the care of an Alternate Care Provider.
- G. The Alternate Care Provider must stay in the same building as the parent employee while the infant is in their care.

- H. The parent employee must sign a [Parent Agreement, Consent, and Waiver](#) form prior to the first day the infant is brought to work.
- I. The parent employee will continue their current work scheduled or secure a work schedule modification approved by their direct supervisor prior to participating in this program. The official policy on Alternative Work Schedules can be found in [DCS 04-28](#).
- J. If the employee's return to work date is different than indicated on the Infant at Work Approval form, the parent employee must notify their supervisor and the HR Employee Relations Manager before the first day the infant is brought to work to participate in this program.
- K. The employee is responsible for the safety of the infant and will remain with the infant at all times.
  - 1. In situations where a parent employee may be required to leave the child with one of the Alternate Care Providers, the parent may only be absent for 1.5 hours maximum at a time. Employees may *not* utilize both Alternate Care Providers for 1.5 hours consecutively.
  - 2. Employees may bring their infant to work-related functions, away from their post of duty, if clients are *not* present.
  - 3. Employees participating in this program are expected to perform their normal standard work, including fulfilling primary job duties, attending meetings, and answering calls.
- L. Except for the Alternate Care Providers, no other employees are permitted to take care of the infant. The parent employee should request that other employees not unduly disrupt the infant, or parent employee, while working.
- M. If the infant needs soothing, the parent employee or Alternate Care Provider should take the infant to a quiet location. Appropriate locations in the parent employee's or Alternate Care Provider's post of duty, such as conference rooms, resource rooms, or other spaces, will be discussed with the HR Employee Relations Manager and supervisor during the Infant at Work meeting. Parents are expected to periodically verify the availability of these locations during days on which their baby is present so that the infant can be moved to an available

location as quickly as possible if they need soothing.

- N. The parent employee shall not transport their infant in a state vehicle.
- O. When the infant is sick, the parent employee will not bring the infant to work.
- P. The employee will maintain acceptable work performance.
- Q. The employee will provide the infant with sufficient food, diapers, and items that support soothing to ensure other employees are able to maintain productivity.
- R. The office environment must be sufficient “as is” and not require adjustment to the physical structure of the workspace of the parent employee, or another employee, to meet the infant’s needs.
- S. A mother who is breastfeeding may choose to use a designated lactation room (when made available by the Department) or a privacy drape for concealment.
- T. If the parent employee’s workstation does not provide privacy and there is no designated lactation room or space available, the employee will contact the HR Employee Relations Manager and supervisor for assistance in identifying another appropriate location at the employee’s post of duty. This may include submitting a ticket to Business Support Services to determine if an accommodation is available.
- U. If the mother has access to an office in which to breastfeed, and a lock is not available, the mother may create signage to place outside the door displaying that the room is in use.
- V. Parent employees will utilize changing stations located in restrooms to change an infant’s diaper, and dispose of soiled diapers by securing them in a sealed plastic bag and placing them in the restroom trash bin.
- W. The parent employee will provide, and be responsible for, all supplies and equipment needed to care for the infant and will ensure that the work area is kept in a clean and sanitary condition. All supplies and equipment must be kept within the employee’s work area or office.
- X. The infant must have appropriate arrangements and equipment to be cared for in the office. Equipment must be used when the infant is not being held by the parent

or alternate care provider, and must be kept in the employee's work area when not in use by the alternate care provider. The ABCs of safe sleep must be used when the infant is napping. The ABCs of sleep are:

1. Alone - nothing shall be in the sleeping area, including bumpers and loose bedding.
  2. Back - the infant shall always be placed on their back to sleep.
  3. Crib - the infant shall only sleep on a firm, flat surface designed for infants, such as a crib, pack and play, or bassinet. If the infant falls asleep in an infant device that is not flat, such as a carrier, car seat, or stroller, the baby shall be moved to a flat surface designed for infants as soon as it is safe and practical.
- Y. If a concern is raised regarding a parent employee's or Alternate Care Provider's enrollment or compliance with the Infant at Work program, it may be submitted to the employee's supervisor or the HR Employee Relations Manager.
- Z. Parent employees and Alternate Care Providers may not reapply to be in this program if their participation has been denied or revoked in the last 12 months.
- AA. The supervisor of the employee's unit is responsible to notify the unit of this policy and refer them to this policy to understand how to interact with parents and infants in the workplace.
- BB. If problems arise and cannot be resolved, approval to participate in the program may be terminated by the Department Management at any time. A [Denial/Revocation](#) form must be used in these situations.

## **VI. PROCEDURES**

- A. Requesting Permission to Participate
1. Before the infant is brought to DCS premises, the parent employee will contact their supervisor and the HR Employee Relations Manager to arrange a meeting to discuss their infant in the workplace. In preparation of the meeting, the parent employee will complete the following and bring them to the meeting:

- a. Employee portion of the [Infant at Work Approval](#) form;
  - b. [Alternate Care Provider](#) form;
  - c. [Parent Agreement, Consent, and Waiver](#) form;
  - d. [Alternate Care Plan](#) form.
- B. Infant at Work Meeting
- C. After the HR Employee Relations Manager has discussed the Infant at Work program with the parent employee and their supervisor, a completed and signed approval form will be provided to the appropriate manager.
- D. Supervisory Approval
1. The supervisor will sign and date the Infant at Work Approval Form, send a copy to the parent employee, and send the original for signature to Department Management.
  2. If Department Management approves, they will sign and date the Infant at Work Approval form and send the original to the HR Employee Relations Manager. Copies will be provided to the parent employee and the supervisor.
  3. The HR Employee Relations Manager will keep the original Infant at Work Approval Form and retain it according to the applicable retention schedule.
- E. Supervisory Denial
1. The supervisor will complete the Denial/Revocation Justification form and attach the form to the signed and dated Infant at Work Approval form.
  2. The supervisor will send a copy to the parent employee and send the original for signature to Department Management.
  3. If Department Management upholds the supervisor's denial, they will sign and date the Infant at Work form, send a copy to the supervisor, and send the original to the HR Employee Relations Manager.

4. The HR Employee Relations Manager will keep the original Infant at Work Approval Form and retain it according to the applicable retention schedule.

F. Department Management Veto of Supervisor's Denial

1. If Department Management does *not* uphold the supervisor's denial, they will meet with the supervisor to discuss and provide a written explanation stating why the supervisor's denial is not being upheld. This will be attached to the Infant at Work form and sent to the supervisor.
2. The supervisor will continue processing the Infant at Work Approval form according to procedures in subsection C.
3. The HR Employee Relations Manager will keep the original Infant at Work Approval Form and retain it according to the applicable retention schedule.

G. Revocation of Participation in Program

1. Department Management will complete a Denial/Revocation Form and notify the parent employee in writing that the privilege is being revoked. The notice will explain why the privilege is being terminated and include the termination effective date, which will be within a fair and reasonable timeline.
2. Department Management will send a copy of the notice to the HR Employee Relations Manager.
3. The HR Employee Relations Manager will keep the copy of the notice and retain it according to the applicable record retention schedule.

H. Complaints

1. All complaints related to this policy are to be submitted to the parent employee's direct supervisor or the HR Employee Relations Manager. For specific instruction on Employee Concerns, please see policy [DCS 04-38](#).
2. The supervisor, Department Management, and HR Employee Relations Manager will hold final discretion over the continued eligibility of the Infant at Work program for the employee.



## I. Emergency Management

1. In the event of an emergency where the employee parent is unable to continue care of the infant in the workplace, the alternative care providers may be called upon to temporarily care for the infant.
2. In the event of an emergency where the employee parent is unable to continue care of the infant in the workplace, the infant's emergency contacts will be contacted to immediately resume care. **NOTE:** Emergency contacts must be locally available to care for the child in the event of an emergency.

## VII. FORMS INDEX

[Alternate Care Plan \(DCS-1272A\)](#)

[Alternative Care Provider \(DCS-1273A\)](#)

[Denial/Revocation Form \(DCS-1280A\)](#)

[Infant at Work Approval \(DCS-1271A\)](#)

[Parent Agreement, Consent, and Waiver \(DCS-1274A\)](#)

## VIII. PROCESS FLOW

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