

CHILDREN IN THE WORKPLACE

As a research university, USC's campuses and facilities are generally not an appropriate environment for minors unless they are matriculated students or enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials. In some locations, such as laboratories, allowing unauthorized or untrained personnel may also violate federal and state law.

Recently, we have experienced several occurrences of children in the workplace. In light of this, we take this opportunity to document a CCD-FMS guideline regarding this matter.

- Bringing children to the workplace is strongly discouraged.
- Employees are encouraged to have more than one layer of childcare alternatives in place. For example, if your regular daycare is not available for some reason, have a previously identified alternative or two on stand-by. Bringing your children to the workplace should not be the immediate alternative to a childcare emergency.
- Those employees who have child care emergencies are advised to stay home or make alternative arrangements rather than trying to bring children to campus; supervisors should exercise leniency in excusing absences resulting from such emergencies. USC is not in a position to provide emergency child care, and no university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, restaurants or any other public space. Under no circumstances are sick or infectious children to be brought onto campus, except for treatment at medical care facilities.
- If an employee feels that they must come into the workplace accompanied by a minor, the parent or guardian must supervise the child at all times while on university property. Children may be restricted from access to certain areas due to safety concerns – in the case of FMS shop employees, at no time are minors to be brought into shop/vault/project site environments -- and in no case should the presence of a child be allowed to disrupt other staff.

For a full explanation of the university's policy on Children in the Workplace, please visit:
<https://policy.usc.edu/protecting-minors/>