SECTION 1. Purpose

1.1 The purpose of this administrative procedure sets forth the guidelines for when minors of employees are allowed in the workplace.

SECTION 2. Definitions

2.1 Minors. A young person between the ages of infancy and youth (fifteen years old).

2.2 Emergency. An unforeseen combination of circumstances.

2.3 Supervision. To watch over so as to maintain order.

SECTION 3. Administrative Procedure

3.1 Minors in and around Blue Ridge Community and Technical College (Blue Ridge CTC) campuses are a liability not only to the employee but also to other employees, students, and visitors as well as to the property. It is with that in mind that the following Administrative Procedure will be enforced.

3.2 Minors of employees should not be in the building while an employee is on duty.

3.3 Minors may accompany an employee to the campus for brief periods of time when the employee is not on duty. In an emergency, permission may be granted for an employee to bring minors to work while on duty. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

3.4 Approval must be granted in advance from the supervisor and respective Vice President and only after the employee has exhausted all other alternatives. The Security Office must be informed when the minors enter the building and when the minors are leaving the building. At no time should the parent leave the minors in the building if the parent leaves the building for any reason.

3.5 At any time when an employee's minors are present in the building, the employee is responsible for ensuring that:
   * Minors are properly supervised and protected from harm;
   * Minors do not interfere with the work of other employees; and,
   * Minors do not interfere with the work of the parent, if the parent is on duty.

3.6 Employees are not permitted to bring ill minors to work. This rule/procedure is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for
personal reasons or to care for an ill child.

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10/19/12 Date