

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:02:21**

**DATE: March, 2006**

**REVISION/REVIEW DATES: Sept. 2007, Aug 2011, Nov 2014, May 2023**

**SUBJECT: Personal Visitors/Children in the Workplace**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

The purpose of this policy is to address the presence of an employee's personal visitors and children in the workplace.

**POLICY**

Employees should not bring their children to work. If an employee's child comes to the workplace, it should only be for a very brief visit, not because childcare is unavailable, and only on rare and isolated occasions.

The inability to obtain arrangements for the care of a child is not an excuse for a violation of this Policy. If employees must attend to their children and short-term childcare cannot be arranged, employees should take sick or annual leave, as appropriate per Jacksonville State University (University) policy, to accommodate their children during working hours. Under no circumstances should an employee's child be at the workplace if their presence is not safe or if the child's presence will disrupt workplace operations.

Likewise, any visits to the workplace by individuals who are not conducting University business should be of a brief duration and should only occur on rare occasions.

Notwithstanding the foregoing, if an Employee's supervisor informs an employee that a visitor's presence needs to end, the employee should end the visit and make sure that the visitor exits the workplace. This Policy is not directed towards University sponsored events where attendance of children is generally permitted. Likewise, this Policy is not intended to address visitors to the University who are present on University related business.

**RESPONSIBILITY**

The Senior Vice President for Finances and Administration is responsible for this policy.

**EVALUATION**

The policy will be evaluated at least every five (5) years by the Office of Human Resources.