

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: INFANT AT WORK	DATE APPROVED: 5/16/2024	EFFECTIVE: Immediately	POLICY NO. 377
		REPLACES: NEW	

PURPOSE:

Calhoun County values providing a positive work environment that recognizes parents’ responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and society. Calhoun County’s commitment to responsive leadership includes providing employees with support and flexible work arrangements whenever possible, including bringing an infant to work, as long as work productivity, operational needs, and customer service requirements can be met effectively and efficiently. The Infant at Work Program allows new parents to provide care to their infant child while performing job duties.

RESPONSIBILITY:

The County Administrator/Controller is responsible for the administration of this policy through the Human Resources Department.

SCOPE:

This policy applies to all employees who are the parent or legal guardian (hereinafter referred to as “parent.” See definitions section for details) of an infant employed in a position and job duties that are conducive to this arrangement and can be performed by the employee in an effective, efficient, and productive manner. All employees may request the arrangement, the Department Head will determine feasibility based on role, responsibilities, and overall operations.

POLICY:

The Infant at Work Program encourages new parents to return to work sooner by allowing the new parents to bring their infant to work with them until the child is mobile. Infant at Work arrangements are generally designed to be mutually beneficial to the employee and the County. The program is designed to accommodate an individual parent’s participation with a single infant. Multiple births will be evaluated on a case-by-case basis.

PROCEDURE:

The following procedures, provisions, and rules shall be required for the Infant at Work Program:

- Employee submits Individual Plan request form
 - Employees wishing to participate in the Infant at Work Program must submit an Individual Plan to their supervisor at least thirty (30) days prior to the first anticipated day of participation in the program.
- Pre-Program Meeting
 - Before an infant is brought to the workplace, a meeting must take place between the parent and the supervisor and/or the Department Head/Elected Official. Both parties must review, discuss, modify (if needed), and approve the proposed Individual Plan.
 - If the employee's job responsibilities or work conditions change, the Individual Plan must be reviewed and updated.
- Requirements for Parents and Primary Care Providers
 - A parent participating in this program may not leave the building – even for a short period of time – without taking the infant with them.
 - The parent will accept complete responsibility for the safety of the infant. If the parent's duties require that they leave their primary work site, the parent will take the infant with them. An employee may not take the infant anywhere in a County vehicle.
 - The parent must provide all supplies and equipment needed to care for the infant at the worksite and ensure that the area is kept in a clean and sanitary condition. Diapers must be changed only in a designated (ideally family) restroom. Used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in the trash of the designated restroom.
 - All supplies used by the parent must be maintained in a manner that is not disruptive to the work of other employees.
 - Parents must have childcare arrangements in place by the time the infant is six months old or becomes mobile, whichever comes first.
 - There may be work circumstances that require the parent's full attention (e.g. all-staff meetings) that may be necessary for parents to make other arrangements for childcare. Parents are expected to work closely with their supervisor/Department Head and coworkers to determine when alternate childcare arrangements are necessary.
 - If a baby is fussy for a prolonged period, as determined by the supervisor/Department Head, causing a distraction in the workplace, or preventing the parent from accomplishing their required work, the parent shall remove the infant from the workplace. The parent will be charged for time away (e.g. using Paid Time Office [PTO], comp time, flex time, etc.) from work according to the provisions of the County and position or if the job permits, the employee may request to work remotely.

- The supervisor/Department Head will identify one or more locations on the premises that employees may use, if they so choose, while breastfeeding or otherwise feeding their infants, as well as a location for changing and disposing of diapers. The location designated for breastfeeding or expressing of milk will be compliant with federal, state, and County regulations.
- Infant's Location During the Program
 - Workstation:
 - The infant shall be located primarily at the parent's workstation.
 - The infant should not be brought to meetings, unless approved in advance by the supervisor and the meeting organizer. Meeting attendees should be notified in advance if the infant will be present.
 - Each parent shall make their workstation suitable and safe for the baby, and the baby shall be located primarily at that workstation. The infant will not be allowed in certain areas as determined by the Department Head, for example, client rooms, laboratory areas, areas with heavy machinery, or in County vehicles or other locations that would be unsafe for the infant or disruptive to business operations.
 - Quiet Room: in the event that an infant becomes noticeably fussy or otherwise causes a distraction in the workplace, or prevents the parent from accomplishing work, the parent must immediately take the infant to a designated quiet room until the infant calms down and is quieter. The quiet room may be the same room as the breastfeeding/pumping space. If the infant does not quiet down within 30 minutes while in the quiet room, the parent must remove the infant from County premises for the remainder of the day. Time spent away from work will not be considered hours worked and may require use of PTO.
- Illness
 - A sick infant may not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent. If the job permits – the employee may request to work remotely.
- Alternate Care Providers
 - The parent shall choose two Alternate Care Providers (ACPs) who will care for the infant if the parent needs to attend a meeting, work with a customer, go to the restroom, or another situation in which the parent is unable to effectively care for the infant for a short time. Each care provider will have previously signed an Alternate Care Provider Agreement. Ideally, the two alternate care providers will work in the same department/program as the parent, however exceptions to number and department of ACPs may be approved by the Department Head(s).
 - If a parent is going to be unable to care for their child at work for a period of less than 30 minutes within a four-hour period, the parent shall arrange care from an alternate care provider and place the infant in the provider's care.
 - If the parent is going to be unable to care for their child at work for a period exceeding 30 minutes within a four-hour period, the parent shall make arrangements for the infant's care outside the work site. An Alternate Care Provider

in the workplace shall not be permitted to care for an infant for a period exceeding 30 minutes within any four-hour period.

- Designated Alternate Care Providers are co-workers, and shall not be direct supervisors, or directly managed by a participating parent.
- Other Employees Caring for Infant
 - Parents may not ask employees who are not Alternate Care Providers to care for their infant at any time.
- Termination of Eligibility
 - Participating parents have the right to terminate their individual agreement at any time. The County has the right to terminate the individual agreement at any time including if a parent's performance declines or if organizational needs are not being met (i.e. complaints and/or disruptions to coworkers cannot be resolved, job performance decline). The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances.
 - This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of the Individual Plan, or when complaints have been made that cannot be resolved. Eligibility may also be terminated at the sole discretion of the Department Head with written notice to the employee. When eligibility is terminated, the infant must be removed from the workplace. The Department Head will provide reasonable time needed for the parent to take the baby to an external care arrangement.
 - When the infant is six months old or becomes mobile, whichever comes first.
- Other
 - The Infant at Work Program is a voluntary option for employees, subject to the approval as outlined in this policy where it is compatible with job requirements.
 - Other affected employees may request a "baby-free" work environment. Such requests should be made through the employee's immediate supervisor. The department will attempt to honor these requests based on business and staffing at the time of request.
 - Participation in the Infant at Work Program is a privilege and not a guaranteed right.
 - The County expressly reserves the right to refuse participation in the Program if the requesting parent's position is deemed unsafe or unsuitable for the presence of a baby due to business reasons. The County reserves the right to terminate participation in the program due to business conditions.
 - The County expressly reserves the right to change, revise, or terminate this policy. Any changes will be conveyed to affected employees as soon as possible after any change or revision.
- Supervision
 - Employees participating in the Infant at Work Program are expected to perform job duties, obligations, and responsibilities in an effective, efficient, and productive manner and achieve/maintain expected standards of performance.
 - Supervisors and Department Heads are responsible for monitoring workers' job performance, efficiency, effectiveness, and productivity, as well as all the employee requirements noted above. Supervisors/Department Heads failing to appropriately

manage workers shall be subject to discipline, up to and including termination of employment.

- For an Infant at Work Program to be most effective, all parties need to be sensitive to the needs of others.

In the case of conflicting language between the provisions of this policy and the provisions of a collective bargaining agreement, the provisions of the collective bargaining agreement prevail. The Infant at Work Program is not an entitlement or a County-wide benefit and does not change the terms and conditions of employment.

NON-DISCRIMINATION:

While not all positions or employees are conducive with the Infant at Work Program due to job duties and/or performance, the County will make determinations regarding arrangements in a non-discriminatory manner and in accordance with all applicable laws and County policies.

COMPLAINT PROCESS:

All complaints or violations of this policy should initially be made to the employee's supervisor. The Department Head shall have final discretion to decide what should be done to resolve the complaint.

If issues are not resolved at the supervisor level, employees may contact the Human Resources Director, or designee, for assistance, who will investigate promptly. The investigation findings and a recommendation shall be reported to the Administrator/Controller or designee, who will make a final decision on the appropriate course of action. If the matter involves an employee of an Elected Official, the Elected Official or designee shall be included in the investigation and decision-making process.

DEFINITIONS:

- **Parent:** an employee who is the parent (through birth, adoption, or placement for foster care) or legal guardian of an infant.
- **Mobile:** "Mobile" or "Mobility" is defined as crawling, walking, or another form of movement which results in the child moving from one location to another without assistance. Mobility varies for each child and typically can occur 6 to 10 months after birth but may be sooner or later depending on the child's individual development. The point at which the child is deemed mobile is determined by the employee's supervisor, Department Head, or Human Resources. Once deemed mobile, the child is no longer eligible for the Infants at Work Program. Parents have a responsibility to anticipate the transition to mobility wherever possible and prepare in advance for alternative childcare arrangements for the infant. The maximum age an infant will be allowed at work is 6 months of age.

SUMMARY:

Calhoun County is committed to providing a flexible option for employees with infants when appropriate, while maintaining County government operations in the most effective and efficient manner.

This Policy can be amended or terminated at any time by the Board of Commissioners

OTHER RELATED POLICIES:

#371 Family Medical Leave

#315 Equal Employment

Exhibit A

Infant at Work Program | Individual Plan

GENERAL INFORMATION

Employee/Parent Name		Employee Relationship to Infant	
Position Title		Department	
Name of Infant		Infant Date of Birth	
Date Infant Enters the Program		Latest Date Infant Will Leave Program	
Days and Times Infant Will Be Present in the Workplace			

ALTERNATE CARE PROVIDERS

The following employees have agreed to be alternate care providers, who will provide care for my infant when I am unavailable (not to exceed 30 minutes in a 4 hour period).

Alternate Care Provider #1	
Alternate Care Provider #2	

Note: the alternate care provider must work the same schedule that you do

COMMENTS

EMERGENCY CONTACTS

In case of emergency, please contact:

Name

Relationship

Home Phone

Work Phone

Cell Phone

Please note this does not automatically update your emergency contacts on file with Human Resources. To update your emergency contacts with HR please log into your ESS account.

ACKNOWLEDGMENTS

I understand that this plan is not approved until I meet with my supervisor and/or Department Head. I understand that if anything about my plan or position changes, I will need to meet with my supervisor and/or Department Head again to discuss any changes.

By signing this Agreement, I certify that I have read the Infant at Work Policy. I understand and agree to comply with the terms and conditions set forth in the policy. I further understand that any violations of this policy and/or the items specified above may result in the Infant at Work Program privileges being suspended, modified, or revoked, and/or disciplinary action(s) up to and including termination of employment. All terms and conditions of employment remain unchanged, except those specifically addressed in this agreement. I acknowledge that Calhoun County reserves the right to cancel or retire the program in part or in its entirety at any time, thus requiring me to remove my baby from the workplace within a reasonable period of time to secure a different care setting.

In consideration of Calhoun County’s permitting me to bring my child to work with me in compliance with the Infant At Work Policy, I hereby release, on my own behalf and on behalf of my child, Calhoun County; any entity affiliated with Calhoun County; and any of the current or former owners, officers, directors, agents, representatives, insurers, attorneys, successors, assigns, and current employees, including any alternate care providers, from any and all claims, liabilities, causes of action and demands of any kind or character, including negligence, whether vicarious, derivative or direct, that I, or any of my child’s family members, heirs, or assigns now have or may hereafter have or assert against Calhoun County growing out of, resulting from, or connected with this policy and/or with me bringing my child to work or their presence at work with me. This waiver does not preclude legal remedies for injury due to malice or egregious negligence.

Employee Signature

Date

Exhibit B

Pre-Program Meeting Checklist

The pre-program meeting should take place after the employee submits their Individual Plan (Infant at Work Program Request). As part of the meeting the individual plan and work environment will be evaluated.

Review Individual Plan

- Individual plan has been submitted
- Review Alternate Care Providers
- Discuss modifications needed
- Revise Individual Plan, if needed

Standard Checklist

- Employment Conditions:
 - Suitable primary work setting? Typically, participation will only be considered for those working in an office setting. Exclusions may include but are not limited to primary functions requiring:
 - field work,
 - constant/frequent in person contact with the public,
 - conducting investigations/adjudicative processes,
 - a work location such as the Public Health Laboratory, or
 - loud or disruptive working conditions.
- Work Environment
 - Floors and aisles can remain free of obstacles and debris even with additional baby equipment (e.g. strollers, bouncers, pack-n-play, etc.) ensuring entrance and egress compliance with ADA and fire code regulations.
 - No extension cords (must switch to power strips)
 - Are phone, computer, and electrical cords bundled and out of reach of the infant?
 - Restroom is identified for diaper changes, reviewed for changing table
 - Incorporate the infant into the safety plan for the department (e.g. fire, inclement weather, active assailant)
 - Notify security@calhouncountymi.gov the schedule for when an infant is expected in your department
- Workstation
 - Clean, safe workstation (no excessive papers, tripping hazards)
 - Bookshelves are sturdy and/or anchored to floor/wall
- Parent
 - Parent is not currently on a performance improvement plan (PIP)
 - Parent has not had disciplinary action in the last 12 months

- Alternate Care Providers (ACP)
 - ACP is not currently on a performance improvement plan (PIP)
 - ACP has not had disciplinary action in the last 12 months
 - ACP does not have any documented restrictions that limit their ability to provide childcare
 - ACP is not currently providing alternate care for another infant under this program
 - All ACPs have been reviewed for the above requirements

Approved

Denied, include reason for denial: _____

Supervisor Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

Exhibit C

Infant at Work Program | Alternate Care Provider Agreement

Alternate Care Provider Name	
Parent Name	
Infant Name	

As an alternate care provider, I understand and agree to the following:

- I understand that being a care provider does not relieve me of my responsibilities as an employee of Calhoun County.
- By signing this Agreement, I certify that I have read the Infant-at-Work Policy.
- I understand and agree to comply with the terms and conditions set forth in the policy.
- When necessary, I will provide care for the infant when the parent is unavailable.
- My care will not exceed 30 minutes within any four-hour period.
- As a care provider, I understand I must work the same schedule as the infant’s parent
- I understand that I must obtain approval from my immediate supervisor and Department Head to participate in this program.
- If the infant becomes disruptive to other employees while in my care, I will take the infant to a designated quiet room area.
- I understand that the parent may not leave the infant in my care if they are going to leave the building.
- I understand that there is another designated care provider whom I may contact for assistance.
- I understand that no other persons besides the parent, myself, and the other designated alternate care provider are responsible for the baby once the baby has been placed in my care. If another employee asks to take care of or hold the baby, I will first get the parent’s approval.
- If I should decide that I no longer wish to be an alternate care provider, I will give the parent at least two weeks’ notice.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS ALTERNATE CARE PROVIDER AGREEMENT.

Alternate Care Provider Signature

Date

Supervisor Signature

Date

Department Head Signature

Date