

Operating Procedure

Effective Date:

Operating Procedure Number:

Section: Academic Affairs and Research

Subject: Children, Family Members, and Visitors in the Workplace

The ASU-J campus community recognizes that unexpected emergencies occasionally arise which necessitate that employees or students bring a child to their work area or classroom setting. In order to maintain an atmosphere conducive to work and or learning, it is important that the employee or student appropriately monitor the behavior of their child. ASU-J is also concerned with the safety and well being of the child. Therefore, all employees and students must secure permission from their immediate supervisor or faculty member in advance of bringing a child into a workspace or classroom. The supervisor or faculty member has the authority to maintain the integrity of the workplace and or classroom. Similarly, employees are reminded that children should not be left unattended in public places on campus and that safety precludes the presence of children in all laboratory or clinical settings.

In order to protect the safety and welfare of the ASU community, only students appropriately enrolled (credit or audit) in a course are allowed to attend the class. Bona fide visitors are welcome in the workplace and classroom so long as they have permission to be present (e.g. guest speakers, visiting high school and transfer students, and job shadowing students) and do not interfere with work or class functions.