



## 33.99.99.D0.01

## Care for Children and Adults on Campus

Approved: September 29, 2016

Revised:

Next Scheduled Review: September 29, 2019

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### Procedure Statement

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Texas A&M University-Central Texas values its employees and strives to support them through family-friendly employment policies and benefits. Work-life balance is important for employee productivity and job satisfaction. However, the University also believes that the workplace is not a proper venue for employees to provide personal care to others.

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### Reason for Procedure

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This procedure is intended to ensure a safe, inviting, and productive environment in which faculty, staff and administrative employees can meet their employment obligations and faculty and students can meet their educational needs and goals within the primary mission of the university.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 It is inappropriate for children or dependent adults who are the responsibility of an employee to be in work areas for several reasons, including the potential liability to the University, risk of harm, and distractions and disruption to students and employees.
- 1.2 Therefore, the University cannot allow employees to provide personal care to family members and others at an employee's work site in lieu of other care arrangements.
  - 1.2.1 Employees are not permitted to drop their family member off at the library, at the bookstore or in the outer office reception areas, in hallway seating areas or in their private offices. Employees should notify their supervisor in the event of a family emergency and take appropriate leave or make alternate arrangements to cover their absence that do not include bringing their family member to campus.
  - 1.2.2 Employees are not permitted to bring family members to campus for the convenience of going to a personal or medical appointment after the start or during their work day. Employees should arrange their appointments to avoid the necessity of bringing children to the campus.

- 1.3 Children on authorized visits must be accompanied by an adult at all times. Children en route (i.e. in elevators or on campus grounds) to an authorized location must be accompanied and under the supervision of an adult.
  - 1.4 If unattended children are located, employees are obligated to contact campus security or campus police. Parents/guardians/caretakers will be expected to immediately take over supervision of the child.
  - 1.5 This guideline is not intended to prohibit individuals from campus when the purpose of their visit is to attend educational, cultural, or other events open to the public.
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## **Statutes, Policies, or Requirements**

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Texas Family Code, Title 5, Subtitle E, Chapter 261. Report of Child Abuse or Neglect. Subchapter A. <http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

[\*University Rule 24.01.06.D1 Programs with Minors\*](#)

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## **Definitions**

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Minor Child(ren): person(s) under the age of 18.

Dependent adult: a dependent person above the age of 18 who is under the care of another person

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## **Contact Office**

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Office of Employee Services, (254) 519-8016