



University of North Alabama

Employee Policy Manual and Handbook

Statement on Personal Visitors/Children in the Workplace

The University values an atmosphere that fosters a healthy balance between workplace obligations and family matters. However, the presence of visitors, including children, friends, or other family members during work hours is unsuitable as it causes decreased productivity due to distractions and disruptions, may violate confidentiality rights, creates health/safety risks to the visitors and employees, and creates liability concerns for the University.

Extended visits in the workplace from individuals who do not have official business at the University are prohibited. Visits by friends, children, or other relatives at the employee's worksite are to be kept to occasional, casual visits of short duration. It is inappropriate, other than in a valid family emergency, to bring a child to the workplace. In labor-intensive areas, where machinery exists, no personal visitors should be allowed to visit under any circumstances.

All University employees should make arrangements for the care of their children that will assure that children are not frequently or routinely in university workspaces during working hours including after school or on school holidays. Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace. If employees must attend to their children, and short-term childcare cannot be arranged, employees should take sick or annual leave, as appropriate per University policy, to accommodate their children during working hours.

Approved by the University Executive Council – June 20, 2017