



**Series:** 1200 Human Resources

**Policy Name:** **Employees' Children at the Worksite**

**Policy Number:** 1227

**Origination Date:** 11/01/2013

**Revision Date:** July 1, 2018

**Regulation:** N/A

**Policy:** The children of Communities Connected for Kids employees are not permitted at the worksite or while an employee is conducting business on behalf of Communities Connected for Kids without authorization from the Chief Executive Officer.

**Procedure:**

1. Employees will be informed of this policy during the new hire orientation process, to ensure that employees do not bring their children to the work place unless authorized.
2. Employees are encouraged to contact the Employee Assistance Program or other identified referral sources to seek assistance in identifying emergency dependent care options.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018