



FLETCHER TECHNICAL COMMUNITY  
COLLEGE  
Policy # B.O. 17

---

Title: Family Members on Campus

---

Authority: FTCC Finance  
& Administration

Original Adoption: 11/5/07  
Effective Date: 2/28/08  
Last Revision:

---

**PURPOSE:**

To define the circumstances under which family members of employees may visit a facility of Fletcher Technical Community College (FTCC). Many FTCC employees and students combine familial, parenting and work or educational responsibilities and this may result in situations where family members and/or their children may be on campus. There are also a number of other circumstances that result in family members and/or their children visiting the College's facilities.

This policy and associated procedures outline the College's approach to ensuring that employees, students and visitors are not unfairly disadvantaged or discriminated against because of their familial and parental responsibilities, while also ensuring that reasonable steps are taken to protect the study and work environment of others at the College, and to protect the College's assets and reputation. The policy also considers health and safety issues and other legal responsibilities associated with children or other family members being on campus.

**STATUTORY REFERENCE:**

Not applicable.

**SCOPE AND APPLICABILITY:**

This policy applies to situations involving employees and their family members visiting campus facilities, with the following exceptions:

- short visits, for example as might occur when family groups arrive to provide an employee with a lift home, or to drop items off for an employee;
- formally organized supervised visits such as public school excursions or children involved in work experience activities;
- approved activities involving children organized on-campus such as the summer camp offered by the College.
- family members attending other organized activities such as College open house, library functions, art exhibitions or other official College functions open to the public;

However, in these instances the expectation of the College is that employees organizing such visits must ensure that adequate supervision and protection against hazards are provided.

## **DEFINITIONS:**

For purposes of this policy:

- Child/Children is defined as any person under the age of seventeen (17).
- Extended duration is defined as one or more hours.
- Family member is defined as a person related by blood or by marriage to an employee of FTCC.
- Infectious illness includes common childhood diseases as well as colds, flu and other easily transmissible illnesses.

## **GENERAL POLICY:**

It is not appropriate for family members of employees to visit campus facilities for extended periods of time. Visits to campus facilities by family members must be kept to a minimum and must not be for an extended duration. If no other alternatives exist, visits by children for one (1) hour or more duration must be pre-approved by the supervisor and the Chancellor or his designee.

### **Responsibilities of Employees who seek to bring children to campus**

Fletcher Technical Community College supports employees who find it necessary to bring a child to work. An employee who desires to bring their child onto campus facilities must take responsibility for the following items:

- a. the reason for the child's visit is as a result of an unexpected and temporary breakdown in normal childcare arrangements;
- b. the visit is approved by the supervisor and the Chancellor or his designee;
- c. the employee can accomplish their assigned tasks while supervising the child;
- d. the employee accepts responsibility for supervising the child at all times during the period of the child's visit to the campus facility; and
- e. the child has not been exposed to or suffering from an infectious illness;
- f. the child does not cause a significant disturbance to the work environment.

### **Responsibilities of Supervisors**

Supervisors are responsible for approving or disapproving requests from employees to bring their children to campus facilities for an extended period. When reviewing these requests, the supervisor must take into account the particular circumstances that led to the request; the necessity of the employee at that particular date and time; prior requests of the employee, the possible impact on other employees, students or visitors to the campus; and the health and safety issues and/or risks.

### **Restricted Areas**

Children or other family members are not permitted in the following areas:

- a. science laboratories and laboratory preparation areas;
- b. printer/copier rooms;
- c. technical and/or maintenance workshops;
- d. storerooms or areas where hazardous substances are stored;
- e. construction sites and areas where minor works or maintenance is being performed;
- f. areas where confidential student and/or employee data is maintained.

Supervisors may classify other areas as restricted as required for the safety of employees, students and visitors.

**Written Approval:**

Prior written approval is required for each instance that an employee wishes to bring a child onto campus facilities during normal working hours. When prior approval is not possible, permission should be requested as soon as possible after the child has been brought onto the campus facility. A request form must be completed and approved for each visit. The completed and approved request forms should be filed with the employee's supervisor. The request form is available on the College website.

**Abuse of this policy:**

Where complaints are received from employees alleging persistent abuse of this policy by another employee, the issues should be referred to the supervisor for review and action. Matters that are unresolved should be referred to the Human Resource Manager for review and advisement to the Vice Chancellor for Finance and Administration.

**Liability:**

Employees who bring children to campus facilities are liable for any damage, accidents or injuries caused by their children. In addition, the employee agrees to indemnify the College in relation to any damage or injury caused by the child while on College property.



# Fletcher Technical Community College Children on Campus Authorization Form

Fletcher Technical Community College acknowledges that **occasionally** it may be necessary for employees to bring their child/children onto campus during normal working hours. An employee seeking to bring their child/children onto campus must complete this form prior to the child/children arriving on campus (where possible).

## Employee Information:

**Name:** \_\_\_\_\_  
(Employee's Full Name)

**Faculty/ Department:** \_\_\_\_\_  
(Employee's Department)

## Child Information:

**Name:** \_\_\_\_\_  
(Child's Full Name)

**Relationship to Employee:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
(Child's Date of Birth)

**Emergency Contact:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_  
(Emergency Contact's Full Name) (Emergency Contact's Phone No)

**Visitation Period:** \_\_\_\_\_ **T** \_\_\_\_\_  
(Date/Time Child Enters Campus) **o** (Date/Time Child Departs Campus)

**Reason for child's presence on campus:**

\_\_\_\_\_

\_\_\_\_\_

I have read the College's Family Members on Campus policy and agree that this child/children's attendance on College property (once approved) will comply with College policy and procedures. I agree to indemnify the College for any damage or injuries caused by the referenced child while visiting the campus.

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

**Approved**

**Disapproved**

\_\_\_\_\_  
(Supervisor's Name)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chancellor or designee Signature

\_\_\_\_\_  
(Date)

**Please return completed form to the Supervisor.**