

# Warren County Board of Supervisors

## RESOLUTION No. 440 OF 2025

**RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO**

### **ADOPTING THE CHILDREN IN THE WORKPLACE POLICY**

WHEREAS, the County Attorney requested, and the Personnel, Administration & Higher Education Committee agreed, to adopt the Children in the Workplace Policy, as approved by the Warren County Risk and Safety Committee, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Children in the Workplace Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County.

**SCHEDULE “A”**

**CHILDREN IN THE WORKPLACE POLICY**

**I. PURPOSE**

The County of Warren strives to provide a place of professional employment for all employees which is free of disruptions to both the employee population and the community it serves. The purpose of this policy is to provide guidance on and outline the circumstances and conditions under which the minor dependent children of employees (or minor children within the care and custody of an employee) may be present within a County workplace. This applies to employees for whom the need to bring dependent children into the workplace may arise. This policy does not apply to an employee’s minor child’s participation in County educational programs, needs for services provided by the County or to special events to which County employee children may be invited. Additionally, this policy does not apply to County approved internship, volunteer or educational sponsored events.

**II. DEFINITIONS**

**Child:** An individual under the age of fourteen (14) years of age who is not an intern, volunteer or client of the County.

**Department Head:** County officers or employees given the supervisory title of Department Head.

**Department Head Designee:** A County employee with statutory authority or designated by the Department Head to act on their behalf.

**Employee:** A person employed by the County of Warren on a full-time, part-time, less than part-time, per diem, or seasonal-temporary basis, and includes volunteers and interns, whether paid or unpaid.

**Employer:** The County of Warren (“County”).

**Intern:** A student or trainee aged fourteen (14) and above who works with or without pay for the County as a member of a technical program, educational institution, and/or certified training program.

**Volunteer:** An individual who freely offers their services to take part in an enterprise on behalf of an organization.

**Workplace:** Any location where an employee performs any work-related duty in the course of their employment. An exception to this is employee granted work within their living arrangement for approved remote work.

**III. PROCEDURE**

1. Whenever operationally practicable, Department Heads and/or Department Head Designees should honor an employee’s request for flexibility to meet unexpected family needs that may require an employee’s attention during normal working hours allowing employees to utilize breaks, lunch

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periods, flexible work schedules, adjusted hours, vacation leave or other alternative work arrangements.

2. Regular and extended presence of children during work hours is not permitted due to the potential for interruption of work activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks and/or potential legal liability. The workplace may not be used as an alternative to regular childcare and bringing children into the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or daycare may not be brought into the workplace.
3. Visits by children of employees are permissible subject to the limitations of this policy provided that permission is received in advance from the Department Head or Department Head Designee. If the request is being made by the Department Head, permission must be granted by the County Administrator. During any such approved visit, minor children may not be left unsupervised, nor may they be placed under the supervision of other employees within the workplace. Children of employees may not be present in any County facility governed by the County's Red Flag Policy as it pertains to confidential information contained within a County workplace including the personal information of community members.
4. Minor children shall not, under any circumstances, be permitted into any potentially hazardous areas including, but not limited to, confined spaces, areas with heavy machinery; areas with excessive noise, temperature or pollution; County facility trade areas containing chemicals, flammable materials, sharp objects, power tools or other environmental hazards; construction areas; County owned, maintained or hired vehicles, vessels or other motorized equipment; and storage areas.
5. The County's insurance company shall not cover children if they are injured in the workplace, and the potential liability if significant. State and Federal laws prohibit children in most work environments.
6. In the event a dispute arises involving children in the workplace, the Director of Human Resources shall be contacted and shall confer with the County Administrator's Office for further action as deemed appropriate.

In the event the employee is issued a denial for their request for children within the workplace by the County Administrator, the employee may file an appeal with the County Attorney, which shall be determined, in writing, within ten (10) business days.