



Baby at Work Program

In some instances, Gilbert employees (mom or dad) may bring their baby to work up to the baby's age of six months, as long as the area is safe for an infant, and the presence of the infant is not disruptive to the division. This program can be utilized on a full-time schedule, or a part-time schedule, and can utilize available Family Medical Leave Act (FMLA) hours as appropriate.

Guidelines:

1. Discuss with your Supervisor, prior to delivery, to see if this would work in your area and with your job duties.
2. If it does, complete the Baby at Work Approval form and have your Supervisor sign it, then forward it to the Total Rewards Manager. Note if you would like a meeting to discuss the program, questions or concerns.
3. If requested, the Total Rewards Manager will schedule a meeting with the employee and Supervisor, prior to the baby's start date, to discuss the program and Employee Plan.

Thing to consider:

1. The employee is responsible for the safety of the baby and will remain with the infant at all times.
2. The employee may not ask co-workers to watch the baby for them for unreasonable amounts of time. Co-workers may watch the baby while the employee uses the restroom, or similar quick tasks.
3. The employee will not transport the baby in a Gilbert vehicle.
4. The employee cannot bring the baby to work when the baby is sick or has a fever within 24-hours.
5. The employee will maintain acceptable work performance and ensure that the baby does not create office disturbances. If problems arise and cannot be resolved, the Supervisor may terminate the approval.
6. A mother who is breastfeeding her baby may use one of the designated Wellness Rooms/Lactation areas identified by the Department, use a privacy or cubicle drape, or close her office door. Areas vary by Town facility and will be designated by the Total Rewards Manager.
7. Parents can use the designated Wellness Room as needed to feed or tend to the baby.
8. When changing a baby's diaper, the employee must use a changing station in a restroom or designated area. Diapers will be sealed in a plastic bag and disposed of in a restroom trash bin.
9. The employee will provide all supplies and equipment needed to care for the baby and will ensure that the work area is kept in a clean and sanitary condition.

Note: *This program is available to all parents, however not all work environments are appropriate for this type of arrangement. For example, some areas of public Works and Public Safety may not be suitable. In certain conditions, alternate assignments could be made while the baby is at work. If*



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you are uncertain about your specific work area, check with your supervisor. If an alternate assignment is to be provided, the supervisor will consult with the People Team for further guidance. The Total Rewards Manager will help evaluate any situation to try to support the program. Our goal is to find a way for anyone to participate who wishes to.

Procedure:

- 1. Request Permission to Bring Your Baby to Work**
Before the baby is brought to work, the employee will discuss with their Supervisor, and complete the Baby at Work Approval form. Once approved by the Supervisor, the completed form should be sent to the Total Rewards Manager. Ideally, this is done before the employee is on leave. This can be done via email as needed.
- 2. Optional Baby at Work Meeting** – If requested, the Total Rewards Manager will schedule this meeting with the employee and the Supervisor to discuss the program and work out any details regarding the Employee Plan, which will be documented on the Meeting & Employee Plan form, and provided to the employee and supervisor. This communication can also be done via email as needed.
- 3. If Approved** – All parties will sign the form and receive copies. A digital copy will be kept in HR and filed in the Employee File (Misc.) and kept according to retention schedules.
If Denied – Supervisor or Director will provide written justification for denial. All parties will receive a copy and a digital copy will be kept in the Employee File (Misc.) kept according to retention schedules. All efforts will be made to discuss options to allow participation in this program.
- 4. If the Privilege of Bringing Your Baby to Work Must be Revoked** – If the Baby at Work program causes disruption, safety concerns, performance concerns, or similar issue, the approval may be revoked by the Supervisor, Director, or Total Rewards Manager. Written notice will be given to the employee with a reason for termination and timely effective date.
- 5. Normal termination** – At age 6 months or sooner, the infant will “retire” and the employee will have a follow-up meeting, in person or via email, with the Total Rewards Manager for feedback of the program.

Associated Forms:

- Baby at Work Approval Form
- Baby at Work Meeting & Employee Plan Form
- Informational Flyer
- Program Presentation