
OFFICE OF FINANCIAL MANAGEMENT POLICY

2.34 Infants at Work

Original Issue: September 2017

PURPOSE

OFM's Infants at Work (IAW) program and policy is based, in part, on the long-term health value of breastfeeding and infant-parent bonding and is part of an overall agency strategy to be an employer of choice.

SCOPE

This policy applies to OFM employees.

POLICY

Parents may request to bring their infants to work from six weeks after birth until six months or until the infant is mobile (e.g., crawling), whichever comes first.

Parent Eligibility Requirements

- Parent has supervisor approval/support. This includes no issues with position duties, employee performance, workload, employee's ability to manage time, etc.
- Parent has identified two co-workers who are not directly supervised/managed by the participating parent and who have their supervisor's support to serve as alternate care providers (ACPs).
- Parent has received approval of [IAW Workstation Inspection forms](#). One will be completed by the parent, parent's supervisor, and the OFM Safety Manager. The other form will be completed by each ACP, the ACP's supervisor, and the OFM Safety Manager.
- Parent has completed all [IAW Individual Care Plan forms](#) and has received approval from his or her supervisor and assistant director.
- Parent has signed the [IAW Waiver of Liability form](#) that includes a statement that the infant has no current health concerns or medical conditions that would be aggravated by the infant being in a work environment. It includes an acknowledgement that bringing an infant into a work environment may increase the risk of the infant contracting an illness or medical condition, and it releases OFM and the state of Washington from all claims arising from this program or their participation in the program.
- Parent understands and agrees that the arrangement may be terminated with or without cause and that there are no appeal rights.

Workplace Requirements

- The workstations where the infant will be located must be suitable for an infant, as evidenced by the [IAW Workstation Inspection forms](#).

- The primary location will be the parent's workstation.
- Parent is responsible for all equipment and furniture for the infant's need. OFM will not incur additional expenses associated with IAW.
- Parent will take the infant home or to a backup day care provider if, as determined at the discretion of the parent's supervisor:
 - the infant becomes ill.
 - the infant is fussy frequently or for a prolonged period of time.
 - the arrangement is causing distraction in the work area.
 - the arrangement is preventing the parent from getting their work done.
- The parent will not bring the infant to work if the infant is ill.
- Nursing will be done out of the view of the public and coworkers. Established OFM lactation/wellness rooms will be available for nursing.
- Diaper changing will be done only at designated changing stations in the restroom. All used diapers must be stored in the restroom in a closed container, provided by the parent, who will empty the container and remove any soiled diapers from the building at the end of each day.

Alternate Care Providers (ACP) Requirements

- Parents must find two co-workers to provide alternate care in the event the parent is needed in a meeting, conference call, or other work-related matter to which they cannot take the infant.
- Parents are encouraged to consider whether their work schedule aligns with their ACPs.
- ACPs are volunteers and must have supervisor support/agreement. This includes no problems with position duties, employee performance, workload, employee's ability to manage time, or similar issues.
- ACPs must complete and have an approved [IAW Alternate Care Provider Agreement](#).
- ACP's workstation is conducive to having an infant present as evidenced by a completed and approved [IAW Workstation Inspection form](#). This form will be completed by the ACP, the ACP's supervisor, and the OFM Safety Manager, and be attached to the ACP Agreement.
- ACPs cannot be IAW parents at the same time.
- An individual ACP may provide alternate care for generally no more than one hour per shift. Exceptions to the one-hour limitation can be made if the ACP and their supervisor agree to a longer period of time. If the parent needs more time than the ACP can provide, they shall utilize their other approved ACP or make arrangements for care outside of the workplace.
- ACPs will be required to manage their work so that it is not negatively impacted by providing occasional alternate care.
- ACPs who are overtime eligible will be required to use leave or make up the time within their designated work week if they are not able to work due to providing alternate care.
- ACPs cannot turn care of the infant over to anyone other than the parent or another approved ACP.

Care Provided by non-ACP Coworkers

- At the discretion of the parent, non-ACP coworkers may care for the infant for short periods (e.g., while the parent is using the restroom).

Complaints

- Complaints shall be submitted to the parent’s supervisor or the complainant’s supervisor.
- The complainant’s supervisor, upon receiving the complaint, shall:
 - discuss the complaint with the complainant
 - discuss the complaint with the parent’s supervisor to determine if adjustments can be made to resolve the complaint.
- The parent’s supervisor, upon being notified of a complaint, shall:
 - discuss the complaint with the complainant or complainant’s supervisor, as applicable
 - discuss the complaint with the parent to determine if adjustments can be made to resolve the complaint.
 - if adjustments can be made that resolve the complaint, the parent shall document the changes in the [IAW Individual Care Plan form](#) and resubmit for approval
 - if the supervisor is unable to resolve the complaint, the supervisor will forward the complaint to their supervisor (this may be another supervisor, a section chief or an assistant director, depending on how the division is organized).
- The supervisor’s supervisor shall investigate the complaint which may include talking to the complainant, parent and supervisor.
 - if adjustments can be made that resolve the complaint, the parent shall document the changes in the [IAW Individual Care Plan form](#) and resubmit for approval
 - if the complaint is unresolved, a summary of the investigatory steps taken, in writing, will be forwarded to the appropriate Assistant Director.
- The Assistant Director will review all of the pertinent information and make a “final” ruling on the issue/concern.

Termination

- Participation in the IAW program will be terminated if any of the following occurs:
 - The infant reaches six months of age or becomes mobile (e.g., crawling).
 - Parent is no longer an OFM employee.
 - Parent fails to meet requirements (workload, position duties, performance, etc.).
 - Decision is made to terminate following an investigation of a complaint.
 - OFM chooses to terminate the agreement or program without cause.
- There are no appeal rights for termination of an IAW agreement. OFM may terminate the agreement or the program at any time with or without cause.

Approved by: _____

David Schumacher
Director

Date