**Purpose**

This document will aid in the conversation between the Parent and their supervisor. Each of the items below shall be discussed with the Parent wishing to participate in the program.

**Infants at Work (IAW)**

The IAW Program allows parents with infants between six weeks and six months old to make a request to bring their infants to work instead of taking leave.

\_\_\_\_ The Parent’s supervisor, manager and assistant director must all approve the Parent’s request to participate in the program.

\_\_\_\_ The Parent must complete an Individual Care Plan that will be signed by the Parent’s supervisor, manager (if applicable) and assistant director.

\_\_\_\_ Parent must sign the IAW Waiver of Liability form.

**Alternate Care Providers (ACPs)**

\_\_\_\_\_ Parent must identify at least two co-workers to provide alternate care in the event the parent is needed to attend a meeting, conference call, or other matter to which they cannot take the infant.

\_\_\_\_\_ ACPs cannot be directly supervised/managed by the participating parent.

\_\_\_\_\_ ACPs cannot be IAW parents at the same time.

\_\_\_\_\_ ACPs must have their supervisor’s support to serve as an alternate care provider (ACP).

\_\_\_\_\_ Encourage the parent to consider co-workers who have similar work schedules.

\_\_\_\_\_ Encourage the parent to consider co-workers who may not have to attend the same meetings as the parent.

\_\_\_\_\_ ACPs may provide care for generally no more than one hour per shift. Exceptions can be made if the ACP and their supervisor agree to a longer period of time.

**Other**

\_\_\_\_\_ All work stations (parent and both ACPs) must be inspected and approved prior to the infant coming to the workplace.

\_\_\_\_\_ Parent is responsible for all equipment and furniture for the infant’s need.

\_\_\_\_\_ 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.

\_\_\_\_\_ Parent and supervisor must discuss and document the process for determining when it is appropriate to bring the infant to meetings.

\_\_\_\_\_ 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.

**Complaints**

\_\_\_\_ See the IAW Policy (OFM Policy 2.34) to review the complaint process.

**Termination**

\_\_\_\_ See the IAW Policy (OFM Policy 2.34) for reasons that participation in the program may be terminated.

\_\_\_\_ OFM may terminate the agreement or the program at any time without cause.

\_\_\_\_ There are no appeal rights for termination of an IAW agreement.