Infant at Work Policy

Policy Statement:

The Infant at Work Program has been established for eligible employees who are new mothers, fathers, or legal guardians. Research proves that allowing a parent and infant to remain together in this earliest stage of life supports critical bonding, healthy infant brain development, parental wellbeing, and enables exclusive breastfeeding which improves lifelong health. This policy may allow employees who need to return to work to bring their infant, supporting a positive work/life balance and honoring their contributions to First 5 Shasta.

Benefits for employees:

- Lower day care costs
- Better financial stability for young families
- Employees feel supported
- Lower stress for parents
- More options for women
- Easier breastfeeding
- Enables working fathers to be more involved with their babies

Benefits for First 5 Shasta:

- Employees return to work sooner
- Attractive benefit that can be used for recruitment
- Increased retention / lower turnover costs
- Increased employee loyalty
- Higher morale
- Lower health care costs from increased breastfeeding rates

Definitions:

Parent: First 5 Shasta regular employees who are new mothers, fathers, or legal guardians who are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not completed their introductory period are not eligible to participate.

Infant: Children of full-time and part-time regular employees who are six weeks up to when they begin crawling or up to nine months old, whichever comes first.

Care Provider: Agency employee who volunteers and signs the Infant at Work Program Care Provider Agreement to provide infrequent care for the infant for up to one hour per day when the Parent is unavailable. A Care Provider may not simultaneously participate in the program as a Parent bringing his or her infant to work and as a Care Provider for another Parent's child, except in rare situations subject to specific approval by the Executive Director. Care Providers may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not completed their six months' probation period are not eligible to participate.

Framework:

Eligibility: The program is designed to accommodate an employee's participation with a single infant. Prior to submitting an application to participate in the program, Parent must have a pre-meeting with the Executive Director. Infant, Parent and Care Provider are strongly encouraged to be vaccinated, as appropriate for age according to the recommendations of the CDC's Advisory Committee on Immunization Practices (ACIP), against the following diseases:

Infant:	Parent and Care Provider:
Diphtheria Hepatitis B Pertussis (Whooping Cough) Poliomyelitis Tetanus	Diphtheria Influenza (required annually) Measles (Rubella) Mumps Pertussis (Whooping Cough) Poliomyelitis Rubella (German Measles) Tetanus

Current recommended immunization schedules are published by the US Centers for Disease Control and Prevention and are available at www.cdc.gov/vaccines., Infants should be vaccinated no later than seven (7) days following the ACIP recommended ages for vaccination. In addition to the diseases listed above, the department strongly recommends that infants be vaccinated against all other diseases as recommended by the ACIP.

The Parent and designated Care Provider(s) must maintain a safe working environment while caring for an infant in the workplace. Typically, participation will only be considered for those working in an office setting. Exclusions may include primary functions requiring field work, in person contact with the public, or an off-site work location.

Travel: The Parent is not authorized to travel with Infant while driving for work.

Work Station: Each Parent must provide the necessary furniture and equipment suitable for the infant's needs, ensuring that the equipment is not disruptive. The infant shall be located primarily at the Parent's work station during the workday.

Home: If the Infant becomes sick, is disruptive for a prolonged period of time or during outside meetings, causes a distraction in the work place, or prevents the Parent from accomplishing work, the Parent must take the Infant home. The Parent must submit leave in accordance with the established PTO policy or must work from home, with Director approval.

Infant Feeding: First 5 Shasta will provide private space for infant feeding. This may include the Parent's office or another private space as designated.

Diapering: Diaper changes and disposal must only take place in a restroom. First 5 Shasta will provide a diaper changing table in a restroom near the Parent's work area. All used cloth and disposable diapers must be stored in a closed container in a restroom. The container must be provided by the Parent who will empty and remove the soiled diapers from the building at the end of each day. Soiled diapers must be placed in a sealed plastic bag or other sealed container.

Sick Infant: A sick infant shall not be brought to work. The Department adopts the Inclusion and Exclusion Guidelines for Child Care, issued by the American Academy of Pediatrics, as a means for determining whether an infant is sick. See http://www.healthychildcare.org/inclusionexclusion.html.

Work Time: Parent will provide care for the Infant while performing job duties. In coordination with the Executive Director, Parent and/or Care Giver may flex their work hours or submit PTO to accommodate excessive loss of productivity.