

**ARIZONA BOARD OF EXECUTIVE CLEMENCY  
BOARD POLICY**

<b>Policy Title</b> Infant at Work	<b>Effective Date</b> 2019	<b>Policy No</b> #205
	<b>Supersedes</b> NA	<b>Page(s)</b> 4

**I. Authority**

ARS § 31-402

**II. Policy**

It is the policy of the Arizona Board of Executive Clemency (Board) to provide a safe, healthy, and positive work environment for employees. The Infant at Work program offers parents the opportunity to bring their infant to work until: the infant is six months old (180 days from the date of birth); the infant can crawl; or the agreed-upon end date on the Infant at Work Approval form – whichever comes first. This policy outlines information on and instructions for participation in the Infant at Work Program.

**III. Applicability**

This policy applies to all employees of the Board who are parents or legal guardians of an infant. Instances where employees are parenting two or more infants shall be handled on a case-by-case basis. Only employees who do not have regular client contact and are in good standing are permitted to participate in the Infant at Work program.

**IV. Definitions**

Client: A person who is interacting with the Board.

Board Premises: Property that is owned or leased by the Board.

Employee: Regular, full-time employees not including temporary hires, contract staff, or interns.

Employee in Good Standing: An employee who:

- has an overall MAP score of 2.0 or higher;
- has not received any formal discipline (written reprimand, suspension, or involuntary demotion) within the last 12 months from the date of request;
- is not the subject of an investigation into allegations of misconduct, or has pending discipline, including dismissal. Approval will be withheld until any pending matter is decided;
- is not currently on a Performance Improvement Plan (PIP).

Infant: A baby less than 180 days of age. If the infant is able to crawl, they are not considered eligible for participation in this program.

Infant at Work Request Form: The Arizona Department of Administration's request and approval form that is used to document the approval given to an employee allowing their infant to be present in the workplace.

#### **V. Policy**

- A. A parent employee who wishes to apply to participate in this program shall contact their supervisor and the Executive Director of the Board to schedule a meeting, prior to the birth or desired start date, to discuss participation in the program.
- B. Only Board employees in good standing are eligible to request to participate in the Infant at Work program. The Executive Director reserves the right to deny or revoke the privilege of participating in the Infant at Work Program.
- C. Written approval must be obtained from the direct supervisor of the parent employee and the Executive Director.
- D. The parent employee must provide a plan of alternative care for the child, which includes another employee who agrees to care for the infant in certain instances, and also provide emergency contact information for the infant.
  - 1. An emergency constitutes any situation that would render the parent unable to care for the infant.
  - 2. An emergency contact must be someone who is able to provide immediate care for the infant if the employee becomes incapacitated due to illness or some unforeseen circumstance.
  - 3. An employee who can care for the infant is considered an alternate care provider and must comply with the same guidelines outlined in this policy as the parent employee.
- F. The parent employee may not leave the building while the infant is in the care of an alternate care provider.
- G. The parent employee shall continue their current work scheduled or secure a work schedule modification approved by their direct supervisor prior to participating in this program.
- H. If the employee's return to work date is different than indicated on the Infant at Work Approval form, the parent employee must notify their supervisor before the first day the infant is brought to work to participate in this program.
- I. The employee is responsible for the safety of the infant and shall remain with the infant at all times.
  - 1. In situations where a parent employee may be required to leave the child with an alternate care provider, the parent may only be absent for 1.5 hours maximum at a time.
  - 2. Employees may bring their infant to work-related functions, away from their post of duty, if clients are not present.
  - 3. Employees participating in this program are expected to perform their normal standard work, including fulfilling primary job duties, attending meetings, and answering calls.
- J. The parent employee shall not transport their infant in a state vehicle.
- K. When the infant is sick, the parent employee shall not bring the infant to work.
- L. The employee shall maintain acceptable work performance.

- M. The employee shall provide the infant with sufficient food, diapers, and items that support soothing to ensure other employees are able to maintain productivity.
- N. The office environment must be sufficient “as is” and not require adjustment to the physical structure of the workspace of the parent employee, or another employee, to meet the infant’s needs.
- O. A mother who is breastfeeding may choose to use a designated lactation room (when made available by the Board) if the employee’s workstation does not provide privacy.
- P. If the mother has access to an office in which to breastfeed, and a lock is not available, the mother may create signage to place outside the door displaying that the room is in use.
- Q. Parent employees shall utilize changing stations located in restrooms to change an infant’s diaper, and dispose of soiled diapers by securing them in a sealed plastic bag and placing them in the restroom trash bin.
- R. The parent employee shall provide, and be responsible for, all supplies and equipment needed to care for the infant and shall ensure that the work area is kept in a clean and sanitary condition. All supplies and equipment must be kept within the employee’s work area or office.
- S. The infant must have appropriate arrangements and equipment to be cared for in the office. Equipment must be used when the infant is not being held by the parent or alternate care provider, and must be kept in the employee’s work area when not in use by the alternate care provider.

## **VI. Procedures**

### **A. Requesting Permission to Participate**

1. Before the infant is brought to Board premises, the parent employee shall contact their supervisor or the Executive Director to arrange a meeting to discuss their infant in the workplace. In preparation of the meeting, the parent employee shall complete the following and bring them to the meeting:
  - a. Employee portion of the Arizona Department of Administration’s [Infant at Work Request form](#);
  - b. The Arizona Department of Administration’s [Emergency Plan form](#); and
  - c. A plan of alternative care.

### **B. Supervisory Approval**

The supervisor shall sign and date the Infant at Work Request Form, send a copy to the parent employee, and send the original for signature by the Executive Director. Copies shall be provided to the parent employee and the supervisor and filed in the parent employee’s human resources file.

### **C. Supervisory Denial**

1. The supervisor shall not complete the Infant at Work Request Form, but shall give the parent employee written justification for the denial.
2. The supervisor shall send a copy to the parent employee and send the original for signature to the Executive Director.
3. If the Executive Director upholds the supervisor’s denial, they shall agree in writing, or give written justification why the supervisor’s denial is not being upheld. The Executive

Director shall send a copy to the supervisor and parent employee and place the original in the parent employee's human resources file.

D. Revocation of Participation in Program

1. The Executive Director shall notify the parent employee in writing that the privilege is being revoked. The notice shall explain why the privilege is being terminated and include the termination effective date, which shall be within a fair and reasonable timeline.
2. The Executive Director shall place a copy of the notice in the parent employee's human resources file.

E. Complaints

1. All complaints related to this policy are to be submitted to the parent employee's direct supervisor or the Executive Director.
2. The Executive Director shall hold final discretion over the continued eligibility of the Infant at Work program for the employee.

F. Emergency Management

1. In the event of an emergency where the employee parent is unable to continue care of the infant in the workplace, the alternative care provider may be called upon to temporarily care for the infant.
2. In the event of an emergency where the employee parent is unable to continue care of the infant in the workplace, the infant's emergency contacts will be contacted to immediately resume care. NOTE: Emergency contacts must be locally available to care for the child in the event of an emergency.