

Department of Health Policy

Title:	Infant at Work Program	Number: 07.063
Procedure:	See associated procedure	
References:	RCW 43.70.640, WFSE CBA, SEIU CBA, Hours of Work and Work Schedules Policy 07.008, Supporting Breast Feeding at Work Policy 07.061, Policy HR07.018, Health and Productivity Policy 07.054, The Patient Protection and Affordable Care Act of 2010, Section 7 of the Fair Labor Standards Act, Governor's Executive Order 13-06, The Pregnancy Discrimination Act of 1978.	
Applies to:	All DOH employees	
Contact:	Chief Human Resources Officer	
Effective Date:	July 1, 2015	Review Date: July 1, 2020
Supersedes:	New Policy	
Approved:	Signed by Jessica Todorovich	Deputy Secretary, Department of Health

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. In the absence of paid maternity and paternity leave, 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 the department.

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 DOH:

- 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

For represented employees, the collective bargaining agreements (CBAs) supersede specific provisions of agency policies with which they conflict.

Definitions:

Parent: Department of Health permanent 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 six months' probation period are not eligible to participate.

Infant: Children of the department's full-time and part-time permanent employees who are six weeks to six months old.

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 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 Department of Health management. 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 application, Parent must have a pre-meeting with the Chief Human Resources Officer or designee.

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:

<u>Infant:</u> Diphtheria Hepatitis B Pertussis (Whooping Cough) Poliomyelitis Tetanus	<u>Parent and Care Provider:</u> Diphtheria Influenza (required annually) Measles (Rubella) Mumps Pertussis (Whooping Cough) Poliomyelitis Rubella (German Measles) Tetanus
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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, conducting investigations/adjudicative processes or a work location such as the Public Health Laboratory.

Parent and Care Providers' supervisors have input on whether the Parent or Care Provider can participate. If the Parent or Care Provider disagrees with decision, they may appeal in writing to the Chief Human Resources Officer. The Chief Human Resources Officer must review the appeal in cooperation with the respective Division Director/Appointing Authority or Designee to determine the suitability of the request. The Chief Human Resources Officer must provide a final ruling in writing.

Travel: The Parent is not authorized to travel with Infant while driving or riding in state owned or leased vehicles.

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, 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 applicable agency policy or collective bargaining agreement.

Infant Feeding: The department provides two onsite lactation rooms, three wellness rooms and multiple breakout rooms. These rooms are located:

- TC 2 Lactation Room, located on the first floor.
- PPE Lactation Room, located behind the guard desk in the lobby.
- TC 1, 2, and 3 and PPE Wellness Rooms. You may need to check out the badge from the security guard.
- Breakout rooms (check with your supervisor or manager).

Diapering: Diaper changes and disposal must only take place in a restroom. The Department 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 Supervisors, Parent and/or Care Giver may flex their work hours or submit leave to accommodate excessive loss of productivity.

Review and Approval:

The Deputy Secretary of Administrative Operations is responsible for coordinating updates or rescissions of this policy or its associated procedures with the Chief Human Resources Officer.