

Procedure(s) for Policy 07.063 Infant at Work

Key Function	Activity	Person(s) Involved
Pre-Meeting	Parent meets with Chief Human Resources Officer or Designee to discuss eligibility and process.	Parent, Chief Human Resources (HR) Officer or Designee
Eligibility	Parent determines if eligible to participate in Infant at Work Program.	Parent
Complete Individual Plan	Complete Individual Plan (including program start and end dates) and identify Care Provider(s).	Parent, Care Provider(s), Care Provider(s)' Supervisor(s)
Approval	Obtain signatures for Individual Plan. Submit completed Individual Plan to Office of Human Resources (OHR) for final approval.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s)' Supervisor(s), Division Supervisors, Office Director, Appointing Authority or Designee, HR Staff
Notification	OHR notifies Parent and the Parent's supervisor (with a courtesy copy to Appointing Authority or Designee, Care Provider(s) and Care Providers' supervisors) of the final approval dates the Infant is eligible to participate in the Infant at Work program. Upon final approval, the Parent may bring the Infant to the workplace.	Office of Human Resources, Parent, Parent's Supervisor, Appointing Authority or Designee, Care Provider(s), Care Provider(s)' Supervisor(s)
Feedback and/or Complaint Process	Informal complaint resolution Formal complaint resolution	Parent, Complainants, Parent's Supervisor, Parent's Division Director, HR Staff, Chief HR Officer or Designee, Deputy Secretary of Administrative Operations
Termination Process	Parent is no longer eligible to participate in program.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s)' Supervisor(s), Deputy Secretary of Administrative Operations, Chief HR Officer

Link(s) to resources:

[Babies at Work FAQ for Businesses](#)

[Care Provider Agreement](#)

[Waiver of Liability](#)

[Individual Plan](#)

PROCESS: Individual Plan		
Steps	Activity or Event(s)	Person(s) Involved
1	Schedule pre-meeting with Chief HR Officer or Designee before submitting application.	Parent, Chief HR Officer or Designee
2	Get required signatures for individual plan: Each Parent shall complete and sign an Individual Plan setting forth an individualized care plan for the Infant, which shall be submitted to the Parent's supervisor, Care Provider's Supervisor(s), division supervisors, Office Director, and Appointing Authority or Designee for review and approval through the OHR. Note: The parent's immediate supervisor must first approve the Individual Plan.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s') Supervisor(s), Division Supervisors, Office Director, Appointing Authority or Designee, Family Medical Leave (FMLA) and Shared Leave Coordinator
3	The assigned HR staff person notifies the Parent and the Parent's supervisor of the final approval dates the Infant is eligible to participate in the Infant at Work Program. Upon final approval, the Parent may bring the Infant to the workplace.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s') Supervisor(s), FMLA and Shared Leave Coordinator
4	The Parent and his or her immediate supervisor shall meet periodically to assess effectiveness of plan.	Parent, Parent's Supervisor
5	The employee may appeal a denial to participate in the Infant at Work Program. For example, if an employee is denied participation in the program based on work location, the employee may request a temporary, alternative work assignment. The appeal must be in writing and sent by the Parent to the Chief HR Officer. The Chief HR 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 HR Officer must provide a final ruling in writing.	Parent, Chief HR Officer or Designee, Appointing Authority or Designee

PROCESS: Care Providers:		
Steps	Activity or Event(s)	Person(s) Involved
1	Each Parent must designate a primary and back-up Care Provider in the workplace. The Care Providers must be agency employees who voluntarily agree to care for the Infant in the event the Parent is unavailable to care for the Infant, such as participation in a conference call, making a presentation, etc. The Care Provider may not simultaneously participate in the program as a Parent bringing his or her own Infant to work and as a Care Provider for another Parent's Infant. The Care Providers must be authorized by his or her supervisor to participate.	Parent, Care Provider(s), Care Provider(s') Supervisor(s)

2	Each Care Provider shall complete and sign the Care Provider Agreement setting forth the Care Provider's duties and responsibilities.	Parent, Care Provider(s), Care Provider(s) Supervisor(s), OHR		
3	If the Parent will be unavailable for a period exceeding one hour within their scheduled work hours, the Parent shall make arrangements for the Infant's care outside of the agency. A Care Provider in the workplace shall not be required to care for an Infant for a period exceeding one hour within their scheduled work hours.	Parent, Care Provider(s)		
4	<p>Each Infant, Parent and Care Provider is encouraged to be vaccinated, as appropriate for age according to the recommendations of the Advisory Committee on Immunization Practices (ACIP), against the following diseases:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Infant:</u> Diphtheria Hepatitis B Pertussis (Whooping Cough) Poliomyelitis Tetanus </td> <td style="width: 50%; vertical-align: top;"> <u>Parent and Care Provider:</u> Diphtheria Influenza (required annually) Measles (Rubella) Mumps Pertussis (Whooping Cough) Poliomyelitis Rubella (German Measles) Tetanus </td> </tr> </table> <p>Each Parent and Care Provider may acknowledge through the Individual Plan that he or she has received vaccinations.</p>	<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	Parent, Care Provider(s)
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5	The Parent and Care Providers shall have a written plan in place for what to do in emergencies or when the Infant becomes ill under a Care Provider's care. The Parent must share emergency contact information with Care Providers.	Parent, Care Provider(s)		

PROCESS: Complaints:		
Steps	Activity or Event(s)	Person(s) Involved
1	Complaints about the Infant in the workplace should first be resolved informally. Complainants may remain anonymous, and/or the complainant may talk to the Parent's supervisor or HR.	Parent, Complainants, HR Staff
2	Complaints shall be reviewed and discussed by the	Complainants, Parent's

	supervisor and the complaining person(s) (if applicable). The supervisor shall notify the Parent of the complaint while protecting the identity of the complainant and discuss it with the Parent to determine how to resolve the complaint.	Supervisor, Parent
3	If the Parent is required to take some type of action to resolve the complaint, the Parent shall modify his or her Individual Plan to include the steps to be taken to resolve the complaint. The modified Individual Plan shall be re-submitted for approval through HR.	Parent, HR Staff
4	Complaints regarding a program participant that cannot be resolved satisfactorily shall be referred to the Chief HR Officer. The Chief HR Officer or Designee must investigate the complaint and interview the person(s) making the complaint, the Parent, the Parent's Appointing Authority, and, as needed, the Care Provider. The Chief HR Officer or Designee must make recommendations to resolve the complaint, which may include options up to and including revoking the Parent's eligibility to bring the Infant to work.	Chief HR Officer or Designee, Complainants, Parent, Parent's Appointing Authority
5	The Department of Health Deputy Secretary of Administrative Operations shall review the recommendation and, with the Chief HR Officer or Designee, make a final ruling on the complaint.	Deputy Secretary of Administrative Operations, Chief HR Officer or Designee

PROCESS: Termination of Program Eligibility:		
Steps	Activity or Event(s)	Person(s) Involved
1	<p>The Parent or Care Giver may voluntarily choose to terminate his or her participation in the Infant at Work Program at any time.</p> <p>A Parent or Care Giver's eligibility to participate in the Infant at Work program shall be terminated when:</p> <ul style="list-style-type: none"> • The Infant becomes six months old; • The Parent's job responsibilities change in a manner that makes bringing the Infant to work no longer reasonable; • A decision is made, pursuant to the complaint process, to revoke the Parent's eligibility to bring the Infant to work. If a Parent's eligibility is revoked, the Chief HR Officer or Designee must notify the Parent in writing of the final ruling and the Parent shall then remove the Infant from the workplace within five business days, unless business reasons warrant immediate termination. 	Parent, Care Provider(s), Chief HR Officer or Designee