



Infant at Work Pilot Program

Effective 12-1-2018

In some instances, Gilbert employees (mom or dad) may bring their infant to work for up to six months (Infant age of six months), as long as the area is safe for an infant, and the presence of the infant is not disruptive to the division. This program can be utilized on a full-time schedule, or a part-time schedule, and can utilize available Family Medical Leave Act (FMLA) hours as appropriate.

Guidelines:

1. Discuss with your Supervisor, prior to delivery, to see if this would work in your area and with your job duties.
2. If it does, complete the Infant at Work Approval form and have your Supervisor and Director sign it, then forward it to the Benefits Manager.
3. The Benefits Manager will schedule a meeting with the employee and Supervisor, prior to the infant start date, to discuss the program and Employee Plan.

Thing to consider:

1. The employee is responsible for the safety of the infant and will remain with the infant at all times.
2. The employee may not ask co-workers to watch the infant for them.
3. The employee will not transport the infant in a Gilbert vehicle.
4. The employee cannot bring the infant to work when the infant is sick.
5. The employee will maintain acceptable work performance and ensure that the infant does not create office disturbances. If problems arise and cannot be resolved, the Director may terminate the approval.
6. A mother who is breastfeeding her infant may use one of the designated Wellness Rooms/Lactation areas identified by the Department, use a privacy or cubicle drape, or close her office door. Areas vary by Town facility and will be designated in the Benefits Meeting.
7. When changing an infant's diaper, the employee must use a changing station in a restroom or designated area. Diapers will be sealed in a plastic bag and disposed of in a restroom trash bin.
8. The employee will provide all supplies and equipment needed to care for the infant and will ensure that the work area is kept in a clean and sanitary condition.

Note: *Not all work environments are appropriate for this type of arrangement. For example, some areas of public Works and Public Safety may not be suitable. In certain conditions, alternate assignments could be made while the baby is at work. If you are uncertain about your specific work area, check with your supervisor. If an alternate assignment is to be provided, the supervisor will consult with Human Resources for further guidance. Benefits will help evaluate any situation to try to support the program.*



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Procedure:

1. Request Permission to Bring Your Infant to Work

Before the infant is brought to work, the employee will discuss with their Supervisor, and complete the Infant at Work Approval form. Once approved by the Supervisor and Director, the completed form should be sent to the Benefits Manager. Ideally, this is done before the employee is on leave.

2. Infant at Work Meeting – The Benefits Manager will schedule this meeting with the employee and the Supervisor to discuss the program and work out any details regarding the Employee Plan, which will be documented on the Meeting & Employee Plan form, and provided to the employee and supervisor.

3. If Approved – All parties will sign the form and receive copies. Original forms will be kept in HR and filed according to retention schedules.

If Denied – Supervisor or Director will provide written justification for denial. All parties will receive a copy and the original forms will be kept in HR and filed according to retention schedules.

4. If the Privilege of Bringing Your Infant to Work Must be Revoked – If the Infant at Work program causes disruption, safety concerns, performance concerns, or similar issue, the approval may be revoked by the Supervisor, Director, or Benefits Manager. Written notice will be given to the employee with a reason for termination and timely effective date.

5. Normal termination – At age 6 months or sooner, the infant will “retire” and the employee will have a follow-up meeting with the Benefits Manager for feedback of the program. The Employee, Supervisor, and work team will receive a short survey to give feedback on the experience in order to monitor and improve the program.

Associated Forms:

- Infant at Work Approval Form
- Infant at Work Meeting & Employee Plan Form
- Informational Flyer
- Program Presentation