
 MUNICIPALITY OF ANCHORAGE O P E R A T I N G	P&P No. 40-41	Page 1 of 5
	Effective Date: June 15, 2020	
Subject: Infant at Work Program	Supercedes No. N/A	Dated:
	Approved by: 	

1. PURPOSE

To establish guidelines for the presence of infants in the workplace, and to provide information and instructions on how to request inclusion in the Municipality's Infant at Work Program.

2. POLICY

In promoting a family-friendly work environment, the Municipality of Anchorage recognizes the importance and benefits of allowing parents of children under six months of age to care for their children directly for as long as possible. It is thus the policy of the Municipality to allow Employees who are the Parents of Infants to bring their Infants to Municipal Premises while at work, consistent with this policy.

3. ORGANIZATIONS AFFECTED

May be adopted by Municipal Agencies on an agency-by-agency basis at the discretion of the Agency's Director. If an Agency elects to adopt this policy, it shall apply to all Employees within such Agency regardless of gender, rank, status, or position, provided that the Employee's work tasks and workspace are compatible with the program, as set forth in this policy.

4. REFERENCES

Anchorage Municipal Code Chapter 3.50 – Mayoral Directives.

Infant at Work Approval Form, Attached

5. DEFINITIONS

Agency: any department, office, or subdivision of the Municipality, including any municipally owned utility.

Designated Changing Location: a private, enclosed office space with a door, a Lactation Area, or a restroom.

Designated Substitute: an Employee who is not the Parent of an Infant enrolled in the Infant at Work program who agrees, in writing, to provide back-up care for an Infant enrolled in the Infant at Work Program for up to five (5) hours per week. An Employee who seeks to be a Designated Substitute must receive prior written approval of their supervisor. *Employee*: any person in the employment of the Municipality who is subject to the personnel rules provided in Title 3 of the Anchorage Municipal Code, has been hired in accordance with these rules, and whose activities are directed by the municipality. More specifically, this policy applies to executive and non-represented employees. This policy applies to represented employees only to the extent it has been incorporated into the applicable collective bargaining agreement.

Infant: a child who is not older than six months of age, as verified by medical provider documentation.

Infant at Work Approval Form: the standard approval form used to document the approval given to an Employee to bring their Infant to work. If additional documents are attached to the form as required by this policy and procedure, the attachments become part of the form.

Infant at Work Program Coordinator: a designated Employee within the Human Resources Department who is accountable for retaining documentation related to the Infant at Work Program and providing information regarding the Program.

Infant at Work Agency Representative: a designated Employee within an agency which has adopted this policy who is accountable for providing information regarding the Program and processing paperwork related to the Program.

Lactation Area: a space that is either dedicated or temporarily established to accommodate the needs of one who is breastfeeding, as described in greater depth in Policy and Procedure 40-39.

Municipal Premises: any real property which is owned or leased by the Municipality of Anchorage or any Agency thereof.

Municipal Vehicle: any vehicle titled to the Municipality of Anchorage or any Agency thereof.

Parent: an Employee who is the biological, adoptive, legal, or foster parent, or the designated legal guardian, of an Infant.

6. RESPONSIBILITIES

A. Agency Directors

An Agency Director shall make the decision to adopt this policy, in his or her discretion. Such decision may be made at any time, whether or not a specific request to participate in the Infant at Work Program is pending. An Agency Director who elects to adopt this policy shall select an Infant at Work Agency Representative and notify the Infant at Work Program Coordinator of the Agency Director's decision. Information on Agencies which have elected to adopt this policy shall be maintained by the Infant at Work Program Coordinator.

B. Supervisors

Upon receipt of request for participation in the Infant at Work Program, Supervisors must take the necessary steps to process the request in accordance with this policy, issue a determination of eligibility for the program, and ensure that appropriate arrangements are made for a qualifying Parent.

Not all work environments or work assignments are appropriate for this type of arrangement. For example, certain maintenance, vehicle operation, public safety, and healthcare assignments may not be suitable for the Infant at Work Program. Supervisors shall work with the Director of their Agency and with the Infant at Work Program Coordinator to determine whether or not a particular work environment or assignment can accommodate participation in the Infant at Work Program, and shall issue written decisions granting or denying requests to participate in the Program in accordance with this policy and procedure.

B. Employees

Eligible Parents who wish to bring their Infant to work at the Municipality will contact their supervisor and submit a completed Infant at Work Approval Form at least thirty (30) days prior to the desired start date. Written permission in the form of an executed Infant at Work Approval Form must be obtained by the Parent prior to the start date. Each Infant at Work Approval Form must be executed by the employee's supervisor, the Director of the Agency which employs the Parent, and the Infant at Work Program Coordinator.

The Parent must arrange a work schedule approved by their supervisor and in accordance with any applicable provisions of the Municipal Code and any applicable collective bargaining agreement. The Parent must notify their supervisor prior to the first day the Infant is brought to Municipal Premises.

Prior to enrollment in the Infant at Work Program, each Infant must be immunized in accordance with current recommended immunization schedules promulgated by the US Centers for Disease Control and Prevention. A complete immunization record should be submitted in conjunction with the completed Infant at Work Approval form. The immunization record will be reviewed for completeness by the Infant at Work Agency Representative and a copy will be retained in the Employee's file by the Infant at Work Program Coordinator.

The Parent is responsible for the safety of the Infant and will remain with the Infant at all times, unless the Infant is in the care of a Designated Substitute. The Parent will not transport the Infant in a Municipal Vehicle. When the Employee's supervisor determines that the Infant is showing definite signs of a serious illness or of a highly communicable disease, or otherwise sick in such a manner that the Infant's presence in the workplace would be disruptive to the office environment, the Parent may not bring the Infant to work or should request leave to remove the baby from workplace as soon as possible. As a general rule, an Infant may not come to work if the Infant is experiencing a high fever, persistent or inconsolable crying, or open, oozing blisters or sores.

The Parent will maintain acceptable work performance and ensure that the Infant does not create office disturbances. Employees who have been subject to disciplinary action within two (2) years pursuant to Title 3 of the Municipal Code or under the terms of the applicable collective bargaining agreement shall not be eligible to participate in the Infant at Work Program. Supervisors will confirm the

status of any pending disciplinary action prior to executing an Infant at Work Approval Form.

If the presence of the Infant in the workplace leads to unreasonable disruption to the work of the Parent or other employees or safety concerns, the Parent's supervisor may recommend termination of the approval to the Director of the Agency which employs the Parent, and the Director may terminate approval for the Employee to continue to participate in the Infant at Work program with concurrence of the Infant at Work Program Coordinator.

When changing an Infant's diaper, an Employee must use a Designated Changing Location. Disposable diapers will be sealed in a plastic bag and disposed of in a restroom trash bin. Non-disposable diapers will be stored in an odor-free manner.

The Parent 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.

7. PROCEDURE

A. Request Permission to Bring Infant to Work

An eligible Parent seeking to bring an Infant to municipal premises will complete the Employee portion of the Infant at Work Approval Form, and submit the completed Form to the Parent's supervisor at least thirty (30) days prior to the desired start date. The supervisor shall process the application in accordance with this policy and provide a final response to the Parent within twenty (20) days. The Parent may request additional information on the program or process from the Infant at Work Agency Representative or the Infant at Work Program Coordinator at any time.

B. Supervisor Approval of the Request to Bring Infant to Work

Approval to participate in the Infant at Work program is not guaranteed and is at the discretion of the supervisor, the Agency Director, and the Infant at Work Program Coordinator. After reviewing the Infant at Work Approval Form and completing the Infant at Work Meeting, if requested, if the supervisor elects to approve the request the supervisor shall sign and date the Infant at Work Approval Form and forward the Form to the Agency Director. If the Agency Director elects to approve the request, the Agency Director shall sign and date the Infant at Work Approval Form and forward the Form to the Infant at Work Program Coordinator. If the Infant at Work Program Coordinator elects to approve the request, the Coordinator shall alert the Employee, their supervisor, and the Agency Director, and retain the Form in the Employee's personnel file.

C. Optional Infant at Work Meeting

If requested by and useful for the Employee, the Employee may meet with the Infant at Work Agency Representative or the Infant at Work Program Coordinator

to receive information regarding the parameters of the Infant at Work Program. Such meeting may take place during an Employee's paid work hours with the prior approval of the Employee's supervisor.

D. Disapproval of the Request to Bring Infant to Work

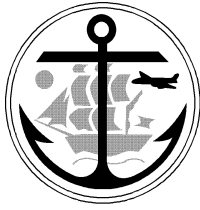
A supervisor, Agency Director, and/or Infant at Work Program Coordinator can disapprove a request to bring an Infant to work. If a request is not approved, the supervisor or Agency Director, and the Infant at Work Program Coordinator shall work together to provide and sign off on written justification for the disapproval and attach the justification to the signed and dated Infant at Work Approval Form. The Coordinator will send a copy to the Employee. This decision is not subject to the grievance procedures in the Personnel Rules or applicable collective bargaining agreement.

E. Revocation of Approval to Bring Infant to Work

Approval to participate in the Infant at Work Program is not permanent and may be revoked at any time for business reasons. This policy is not intended to create an enforceable employment right or alter Employees' guaranteed terms of employment. If the privilege of bringing an Infant to work must be revoked, the Director will notify the Employee in writing that the privilege is being revoked. The notice will explain whether the privilege is being terminated for cause or without cause for business reasons, and include the termination effective date, which will be within a fair and reasonable timeline. If the privilege is terminated without cause for business reasons the termination date shall be no sooner than thirty (30) days of the date of notice. The Director will send a copy of the notice to the Infant at Work Program Coordinator for retention.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

This policy shall be reviewed as needed by the Infant at Work Program Coordinator and Human Resources.



Municipality of Anchorage
Infant at Work Approval Form
Employee Request to Bring Infant to Work

APPLICATION

Employee Name: _____ Employee Number: _____

Employee Title: _____

Infant Name: _____ Infant Birth Date: _____

Primary Worksite: _____

Work Phone: _____ Cell/Home Phone: _____ E-mail: _____

Emergency Contact: _____

Relationship to Infant: _____

Work Phone: _____ Cell/Home Phone: _____ E-mail: _____

I request to bring my infant to work from [Estimate Start Date] _____ to [Estimate End Date]. _____

Dates Infant in Workplace	Times Infant in Workplace
_____	_____
_____	_____

Primary Location of Infant in Workplace: _____

Please attach (1) a brief narrative description of how you intend to accomplish your job duties while participating in the Infant at Work Program; and (2) the Infant’s immunization records.

I have discussed this plan with my supervisor and the Director of my Agency. I understand that I can bring my infant to the workplace only upon final approval of this plan. I understand that I am accountable for identifying a Designated Substitute, if required for my participation in this program. If the details provided on this form change, I understand that I must submit a revised plan and request approval of that revised plan. I have read and understand Municipality of Anchorage Policy and Procedure _____ and agree to comply with all parent responsibilities set out in that Policy and Procedure. I understand that approval to participate in this program may be revoked at any time.

Employee/Parent Signature

Date

Supervisor Signature

Date

Agency Director Signature

Date

Infant at Work Program Coordinator Signature

Date

Employee Name: _____

Date: _____

IDENTIFICATION OF DESIGNATED SUBSTITUTE

A Designated Substitute is an Employee who is not the Parent of an Infant enrolled in the Infant at Work program who agrees, in writing, to provide back-up care for an Infant enrolled in the Infant at Work Program for up to five (5) hours per week. A Designated Substitute may withdraw from this role at any time with five (5) working days' notice to the Parent Employee. Participation as a Designated Substitute in the Infant at Work Program is not guaranteed or permanent and is at the discretion of the Designated Substitute's supervisor, the Agency Director, and the Infant at Work Program Coordinator. Approval to participate as a Designated Substitute may be revoked at any time for business reasons.

Designated Substitute Name: _____

Employee Number: _____ Employee _____ Title: _____

Primary Worksite: _____

Work Phone: _____ Cell/Home Phone: _____ E-mail: _____

I commit to serve as a Designated Substitute, providing care for the infant designed on this Approval Form for up to five (5) hours per week. I have read and understand Municipality of Anchorage Policy and Procedure _____ and agree to comply with all parent responsibilities set out in that Policy and Procedure while the infant is in my care.

Designated Substitute Signature

Date

Employee/Parent Signature

Date

Supervisor Signature

Date

Agency Director Signature

Date

Infant at Work Program Coordinator Signature

Date

Employee Name: _____

Date: _____

RELEASE AND WAIVER

I acknowledge the potential problems that can develop and the risks involved as a result of my or my child's participation in the Infant at Work Program as defined in this Infant at Work Approval Form and Municipality of Anchorage Policy and Procedure _____.

On behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, as well as on behalf of my infant child, his/her personal representatives, heirs, next of kin, successors and assigns, I hereby:

- (1) Waive, release, and discharge the Municipality of Anchorage and its agencies, officers, and employees from any and all liability for my or my infant child's death, disability, personal injury, property damage, property theft, or claims of any nature which may hereafter accrue to myself or my child as a direct or indirect result of participating in the Infant at Work Program;
- (2) Indemnify and hold harmless the Municipality of Anchorage and its agencies, officers, and employees from and against any and all claims of any nature including all costs, expenses, and fees arising out of or as a result of any of my or my child's actions during my participation in the Infant at Work Program, as well as all claims or rights of action for damages which the infant child has or may hereafter have, either before or after he/she reaches his/her majority; and
- (3) Waive, release, and discharge the Municipality of Anchorage and its agencies, officers, and employees from any and all liability to me or my infant child in the event my participation in the Infant at Work Program is terminated either with or without cause.

This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I/we, the undersigned participant(s), acknowledge that I/we have read and understand the above Waiver, Indemnification, and Release.

Employee Signature

Date

Infant's Second Parent or Guardian (if applicable)

Date