

 <b>ADHS</b>	<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b>	<b>NUMBER</b>	<b>LEVEL</b>	<b>DATE</b>
		<b>Hr103</b>	<b>I</b>	<b>12/12/2019</b>
<b>TITLE:</b>	INFANT AT WORK			
<b>SUPERSEDES:</b>	ADHS-008-2014, dated 10/23/2014			
<b>RESPONSIBLE OFFICE:</b>	Human Resources, Division of Planning and Operations			

This policy does not create a contract for employment between any employee and the Arizona Department of Health Services (ADHS). Nothing in this policy changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the Director.

**PURPOSE** The Infant at Work program is for Arizona Department of Health Services Workforce Members who are new mothers, fathers, or legal guardians to bring their infant (four weeks to six months old) to work. This document will provide information and instructions on how to request approval for participation in the Infant at Work program.

**POLICY** The ADHS Infant at Work policy is meant to provide a positive work environment that recognizes a parent's/caregiver's responsibility to both their job and their infant, by acknowledging that when a parent/caregiver is able to stay with their infant, it benefits the family, the employer, and society. This policy outlines how ADHS Workforce Members who are parents or legal guardians can bring their infants to ADHS premises while at work

A Workforce Member who wishes to bring their infant to ADHS premises will first discuss with their supervisor whether their work situation and work performance are appropriate for this arrangement. If approved, they will then contact the Infant at Work Coordinator (Coordinator) to set up a meeting with their supervisor and the Coordinator prior to the infant's birth or desired start date. The Bureau Chief, Assistant Director, or Deputy Director may also be invited to the meeting if desired.

Written permission must be obtained from the Workforce Member's supervisor and Bureau Chief, Assistant Director or Deputy Director. An "Infant at Work Approval Form" will be utilized to document the approval process. The Workforce Member will arrange a work schedule approved by their supervisor. The supervisor or bureau chief can request a pre-meeting with the Coordinator to discuss any questions or concerns they may have about the appropriateness of a Workforce Member's particular situation if the Workforce Member wishes to participate in the Infant at Work Program.

A Workforce Member who wishes to bring their infant to ADHS premises will contact the Coordinator at least 10 days prior to (1) the anticipated date of the infant's birth or adoption or (2) the date that the Workforce Member proposes to bring the infant to work to schedule a meeting with the Workforce Member, supervisor, and the Coordinator.

On or before the first day the infant is brought to ADHS premises, the Workforce Member will notify the Coordinator of their date of return to work.

The Workforce Member will maintain acceptable work performance and ensure that the infant does not create office disturbances. If problems arise and cannot be resolved, the Bureau Chief, Assistant Director, or Deputy Director may terminate the approval. Participation in the Infant at Work program is a privilege, not a right.

There are three designated parking spaces for Workforce Members who are currently participating in the Infant at Work program to use. They are on the third floor of the parking garage on the east side. They are numbers 3095, 3096, and 3097. You will receive a dashboard sign that must be displayed when you are parked in a designated parking space.

The Workforce Member is responsible for the safety of the infant and will remain with the infant at all times. Asking a coworker to look after the Workforce Member's infant is prohibited. ADHS will not assume responsibility for any illness or injury an infant might sustain as a result of being at work or any work-related setting, or during transportation to and from work. It is the parent's responsibility to plan for their infant(s) in the event of an emergency or evacuation.

The Workforce Member will not transport an infant in a state vehicle. If your job involves travel or attendance at off-site conferences, and it would not be dangerous to include your infant, make sure it is acceptable to the partners/entities that you are visiting or who are putting on the conference.

When an infant is sick, the Workforce Member cannot bring the infant to work. ADHS follows Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, current edition, as a means for determining whether an infant is sick.

ADHS supports a breastfeeding-friendly environment and encourages mothers to breastfeed wherever they feel comfortable. Additionally, ADHS provides lactation rooms in the 150 building and the State Lab. A mother who is breastfeeding her infant may use one of the designated lactation rooms, use a privacy or cubicle drape, or close her office door if desired. If you use the lactation room(s), please ensure the room is kept clean, using anti-microbial wipes to clean the pump and the area around it, if applicable. Workforce Members are also responsible for keeping the space clean for the next user.

When changing an infant's diaper, the Workforce Member must use a changing station located in a restroom or designated lactation room. If there is a restroom at the Arizona State Hospital where you would like to have a changing table installed, please consult with the Coordinator for consideration. Diapers will be sealed in a plastic bag and disposed of in a restroom trash bin.

The Workforce Member 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.

Mothers who continue to breastfeed after their infants have retired will be provided reasonable break time to allow them to pump breast milk or breastfeed their infant for up to one year from birth of the child. For time that may be needed beyond the reasonable break times, Workforce Members may use personal leave or may make up the time as negotiated with their supervisors. The schedule will be worked out and agreed upon by the mother and the division director.

The infant's last day at ADHS will be the last day of the week in which he/she turns six months old. This cannot be extended for reasons such as lack of childcare, retirement celebrations, etc.

The Workforce Member will submit a response to an entrance survey upon the start of their participation in the Infant at Work program, and the Workforce Member and their supervisor will submit a response to a follow-up questionnaire upon the infant's retirement to assess the program.

**Note:** Not all work environments are appropriate for this type of arrangement. For example, some areas at the State Laboratory and the State Hospital may not be suitable. In certain situations, alternate assignments may be made while the infant is at work or a temporary virtual office assignment or other temporary accommodation may be made. 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. Additionally, not all Workforce Members may be eligible to bring their infant (s) on a full-time basis. Eligibility is subject to performance, job demands, and supervisor approval.

**APPLICABILITY** All ADHS Workforce Members who are parents or legal guardians of an infant. In instances of multiples (more than one infant), it will be handled on a case-by-case basis.

## **PROCEDURES**

### **A. Request Permission to Bring Your Infant to Work**

1. Before the infant is born (ideally) or before the desired start date, a Workforce Member will first discuss with their supervisor whether their work situation and work performance are appropriate for this arrangement.
2. If it is determined that the Workforce Member is an appropriate candidate, the Workforce Member will schedule an Infant at Work meeting with their supervisor and the Infant at Work Coordinator (Coordinator) at least 10 days prior to (1) the infant's anticipated birth date or adoption or (2) the date that the Workforce Member proposes to bring the infant to work, complete the Workforce Member portion of the [Infant at Work Approval Form](#) and bring to the Infant at Work meeting.

### **B. Infant at Work Meeting**

1. After the Coordinator discusses the Infant at Work program and provides information to the Workforce Member and their supervisor, the Coordinator will sign and date the Infant at Work Approval Form.
2. The Workforce Member will sign and date the Infant at Work Approval Form and give it to their supervisor.

### **C. If the Supervisor Approves the Request to Bring Your Infant to Work**

1. The supervisor will sign and date the Infant at Work Approval Form, send a copy to the Workforce Member, and send the original for signature to the Bureau Chief, Assistant Director or Deputy Director, as applicable.
2. If the Bureau Chief, Assistant Director or Deputy Director approves, they will sign and date the Infant at Work Approval Form; send the original to the Coordinator and send a copy to the Workforce Member.
3. The Coordinator will file the original Infant at Work Approval Form and retain according to applicable retention schedule.

### **D. If the Supervisor Disapproves the Request to Bring Your Infant to Work**

1. The supervisor will provide written justification for the disapproval and attach the justification to the signed and dated Infant at Work Approval Form.
2. The supervisor will send a copy to the Workforce Member and send the original for signature to the Bureau Chief, Assistant Director or Deputy Director, as applicable.

3. If the Bureau Chief, Assistant Director or Deputy Director upholds the supervisor's disapproval, they will sign and date the Infant at Work Approval Form, send a copy to their up-line supervisor, and send the original to the Coordinator.
4. The Coordinator will file the original Infant at Work Approval Form and retain according to the applicable record retention schedule.

**E. If the Bureau Chief, Assistant Director or Deputy Director Does Not Uphold the Supervisor's Disapproval**

1. If the Bureau Chief, Assistant Director or Deputy Director does not uphold the supervisor's disapproval, they will provide a written explanation stating why the supervisor's disapproval is not being upheld and attach the explanation to the Infant at Work Approval Form and send the original to the supervisor.
2. The supervisor will continue processing the Infant at Work Approval Form according to procedures in Subsection C.
3. The Coordinator will file the original Infant at Work Approval Form and retain according to the applicable record retention schedule.

**F. At the Arizona State Hospital**

1. If the Workforce Member's request is to have their infant at work has all the necessary approvals, the supervisor of the Workforce Member will notify the Manager of Campus Support & Safety.

**G. If the Workforce Member is a Contracted Personnel**

1. The Workforce Member will obtain written permission, on company letterhead, to participate in the Infant at Work program from their contracting agency and provide it to the Coordinator.

**H. If the Privilege of Bringing Your Infant to Work Must be Revoked**

1. The Bureau Chief, Assistant Director or Deputy Director will notify the Workforce Member in writing that the privilege is being revoked. The notice will explain why the privilege is being terminated and include the termination effective date, which will be within a fair and reasonable timeline.
2. The Bureau Chief, Assistant or Deputy Director will send a copy of the notice to the Coordinator.
3. The Coordinator will file the copy of the notice and retain according to applicable record retention schedule.

**DEFINITIONS**

**ADHS Premises:** Property that is owned or leased by the Department to include the Arizona State Hospital.

**Workforce Member:** ADHS and ASH employees, whether state employed, temporary or contracted, volunteers or interns, who work at any ADHS location.

**Contractor:** Also known as a vendor; an entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment.

**Infant:** An infant who is not older than six months of age.

**Infant at Work Approval Form:** The Department's approval form that is used to document the approval given to a Workforce Member that allows the Workforce Member 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 Coordinator(Coordinator):** A Workforce Member who is responsible for tracking and maintaining the Infant at Work Approval Forms and who provides general information, as well as educational materials on infant health, including breastfeeding, to Workforce Member. For additional information email: [infantatwork@azdhs.gov](mailto:infantatwork@azdhs.gov)

**Privacy Drape:** A cloth that may be pinned across the cubicle opening, fastened in an office window temporarily, or used by the mother to cover herself and the infant during breastfeeding.

**AUTHORITY & REFERENCES**

A.R.S. § 36-104, Powers and Duties of the Director, Arizona Department of Health Services.

**FEEDBACK** Staff may provide policy feedback by sending an email to: [ADHS Policy/Procedure Feedback](#).

<b>APPROVED:</b>	<b>Date</b> 12/12/2019
<b>Don Herrington</b> <b>Deputy Director for Planning and Operations</b>	<b>Date of Last Review</b>

*Please see the ADHS Intranet Forms & Policies Section for the most current policy*