

INFANT AT WORK PROGRAM

Eligibility

1. Parents – Kansas Department on Aging (KDOA) employees who are new mothers or fathers of infants are eligible to participate in the Program.
2. Infants – Infants of Agency employees up to their first 180 days after birth or adoption.

Location of the Workplace

1. Work Station – Each parent shall make his or her workstation suitable for the new baby. The new baby shall be located primarily at the parent’s workstation during the workday. Each parent will provide the necessary furniture and equipment suitable for the infant’s need.
2. Home – In the event a baby becomes sick, or is fussy for a prolonged period of time, causing a distraction in the work place or preventing the parent from accomplishing work, the baby shall be taken home by the parent or to a backup day care provider and the parent will use leave for any resulting absences from work..
3. A sick baby shall not be brought to work. The Center for Disease Control (CDC) “*Recommendations for Inclusion or Exclusion*” of children from out-of-home child care settings are attached hereto as *Attachment “A”*, and are hereby adopted by KDOA as a means for determining whether a baby is sick.
4. Nursing – Nursing mothers will not feed their infants in view of the public or co-workers.

Care Providers

1. Each parent shall designate two alternate care providers in the workplace. The care providers shall be KDOA employees who voluntarily agree to care for the baby in the event the parent is unavailable due to attendance at a meeting, participating in a telephone conference, etc. The alternate care provider may not simultaneously participate in the program as a parent bringing his or her baby to work and as an alternate provider for another parent’s child.
2. Each care provider shall complete and sign a “*Care Provider Agreement*” setting forth the care provider’s duties and responsibilities. A Care Provider Agreement is available from Human Resources.
3. If a parent is going to be unavailable, the parent shall notify a care provider and place the baby in the provider’s care temporarily.

4. A care provider in the workplace shall not be required to care for a baby for a period exceeding 1.5 hours within a four-hour period. If the parent is going to be unavailable for a period exceeding 1.5 hours within a four-hour period, the parent shall make arrangements for the baby's care outside of KDOA.

Individualized Plan

1. Each participating parent shall complete and sign the "*Individual Plan*" setting forth an individualized care plan for the baby, which shall be submitted to the parent's supervisor and Division Director for review and approval. The Individual Plan shall set forth general information regarding the baby's care, including the days and times the baby will be present in the workplace, the names and schedules of the parent's care providers, and the dates the parent will begin and end the Program. An Individual Plan form is available from Human Resources.
2. In reviewing the Individual Plan the supervisor and Division Director shall consider whether the parent's job is suitable for allowing an infant at work.
3. Upon approval of an Individual Plan by the parent's supervisor and Division Director, a copy of the plan shall be provided to KDOA's Human Resources Division. Upon approval by Human Resources, the parent may bring the baby to the workplace on the beginning date stated in the Individual Plan.
4. The parent and his or her supervisor shall meet from time to time to discuss and resolve complaints, if any.

Complaints

1. Any complaints regarding a Program participant shall be in writing, signed by the person(s) making the complaint, and submitted to the parent's supervisor.
2. Any submitted complaint should be reviewed and discussed by the supervisor and the complaining person(s). The supervisor shall provide a copy of the complaint to the parent, and discuss it with the parent, determining how to resolve the complaint.
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.
4. If the supervisor does not resolve a complaint satisfactorily, KDOA's Human Resources Director or their designee will investigate the matter. After the

investigation is completed, KDOA's Human Resources Director or their designee will resolve the complaint, which may include actions up to and including termination of the Individual Plan for that employee. There is no right to further review or appeal the decision of the Human Resources Director or their designee.

Termination of Eligibility

1. A parent's eligibility to participate in the Program shall be terminated when:
 - a. The infant becomes 180 days old;
 - b. The parent is no longer a KDOA employee; or
 - c. A decision is made pursuant to the Complaint Procedure set out in this document, terminating the eligibility of a parent.
2. If a parent's eligibility is terminated pursuant to *I.c* above, KDOA's Human Resources Director or designee shall notify the parent in writing and the parent shall remove the baby from the workplace within one week from receiving such notice.
3. The Kansas Department on Aging reserves the right to terminate a participants eligibility, with or without cause, or to cancel or retire the Program in part or in its entirety, with or without cause, requiring the parent to remove his or her baby from the workplace immediately.

Secretary of Aging

Date