



Eligibility

1. Parents –KDADS employees who are new mothers or fathers of infants are eligible to participate in the Program.
2. Infants – Infants of KDADS employees up to their first 180 days after birth or adoption, subject to Human Resources’ receipt of a signed release from the infant’s physician.

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. Chapter 3.6.1, “*Inclusion/Exclusion Due to Illness*” of the publication “*Caring for Our Children*” (The National Resource Center for Health and Safety in Child Care) and available at <http://nrckids.org/CFOC3/HTMLVersion/Chapter03.html#3.6.1> is hereby adopted by KDADS 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 KDADS employees who voluntarily agree to care for the baby in the event the parent is unavailable due to attendance at a meeting, participation in a telephone conference, or for other work-related functions. 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 Form](#) 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 temporarily place the baby in the provider’s care.
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 KDADS.

Individualized Plan

1. Employees requesting to participate in this program must submit all completed forms to Human Resources at least 10 working days prior to the requested effective date.
2. Each participating parent shall complete and sign the [Individual Plan Form](#) 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.
3. 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.
4. Upon approval of an Individual Plan by the parent's supervisor and Division Director, a copy of the plan shall be provided to KDADS' Human Resources Division. Upon approval by Human Resources, the parent may start bringing the baby to the workplace as of the date stated in the Individual Plan.
5. 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 complaint received 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 to determine how the complaint can be resolved.
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, KDADS' Deputy Director of Human Services or designee will investigate the matter. After the investigation has been completed, KDADS' Deputy Director of Human Services or designee will take steps to resolve the complaint, 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 Deputy Director of Human Services or 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; or
 - b. A decision is made, pursuant to the Complaint Procedure set out in this document, to terminate a parent's Individual Plan.
2. If a parent's eligibility is terminated, KDADS' Deputy Director of Human Services or designee shall notify the parent, in writing, and the parent shall remove the baby from the workplace within one week of receiving such notice.
3. KDADS reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Program, in part or in its entirety, with or without cause, thereby requiring the parent to remove his or her baby from the workplace immediately.