

**TOWN OF BLOOMFIELD**  
**POLICY MEMORANDUM**

SUBJECT: Children in the Workplace

NO: 145.02

DATE: 1-6-14

AMENDED:

DISTRIBUTION: All Departments

BY: Cindy Coville

Director of Human Resources

APPROVED: 

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding children in the workplace.

II. POLICY

Except for the annual "Bring Your Children to Work" day, employees are not allowed to bring their children to work sites while they are working. Bringing children to work creates a safety hazard for the child as well as a liability for the Town. It also distracts the employee from performing his/her work.

The Town realizes personal hardship may occur during times when schools are closed or have delayed openings due to inclement weather or for other reasons; however, arrangements should be made so when these situations arise, child care coverage is in place.

The Town Manager reserves the right to grant an exception to this policy.

III. RESPONSIBILITY

It is the responsibility of supervisors to communicate this policy to their employees. Supervisors are also responsible for adherence to this policy.

IV. FORMS

None

V. PROCEDURE

A. Requests for exceptions to this policy must be submitted in writing to the Town Manager, citing the specific dates and reasons for the request.

A. The request will be approved or denied in writing by the Town Manager