

33.99.99.R0.02 Care of Children and Adults

Revised May 29, 2024

Next Scheduled Review: May 29, 2029



Procedure Summary

East Texas A&M University values its employees and strives to support them through family-friendly employment policies and benefits. Work-life balance is important for employee productivity and job satisfaction. However, the University also believes that the workplace is not a proper venue for employees to provide personal care to others.

The University recognizes that maintaining a balance between work and family is necessary for optimized employee work performance.

Procedures and Responsibilities

- 1 Specifically, it is inappropriate for children or adults who are the responsibility of an employee to be in work areas for several reasons, including the potential liability to the University, risk of harm, and distractions and disruptions to students and employees.
 - 2 Therefore, the University cannot allow employees to provide personal care to family members and others at an employee's work site or at work off site in lieu of other care arrangements. This includes sites where an employee may be working an Alternate Work Location or flexible schedule. (See University Procedure [33.06.01.R0.02 Alternate Work Location](#).)
 - 3 This guideline is not intended to prohibit individuals from campus when the purpose of their visit is to attend educational, cultural, or other events open to the public. Limited temporary exceptions to this guideline require the approval of the employee's supervisor. Employees who do not abide by this guideline may be subject to disciplinary action.
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Related Statutes, Policies, or Requirements

University Procedure [33.06.01.R0.02 Alternate Work Location](#)

Revision History

Approved August 20, 2012

Reviewed August 9, 2017

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