

# Department of Health Policy

Title:	Infant at Work Program	Number: 07.063
Procedure:	<a href="#">See associated procedure</a>	
References:	RCW 43.70.640, WFSE CBA, SEIU CBA, Hours of Work and Work Schedules Policy 07.008, Supporting Breast Feeding at Work Policy 07.061, Policy HR07.018, Health and Productivity Policy 07.054, The Patient Protection and Affordable Care Act of 2010, Section 7 of the Fair Labor Standards Act, Governor's Executive Order 13-06, The Pregnancy Discrimination Act of 1978.	
Applies to:	All DOH employees	
Contact:	Chief Human Resources Officer	
Effective Date:	July 1, 2015	Review Date: July 1, 2020
Supersedes:	New Policy	
Approved:	Signed by Jessica Todorovich	Deputy Secretary, Department of Health

## Policy Statement:

The Infant at Work Program has been established for eligible employees who are new mothers, fathers, or legal guardians. Research proves that allowing a parent and infant to remain together in this earliest stage of life supports critical bonding, healthy infant brain development, parental wellbeing, and enables exclusive breastfeeding which improves lifelong health. In the absence of paid maternity and paternity leave, this policy may allow employees who need to return to work to bring their infant, supporting a positive work/life balance and honoring their contributions to the department.

### Benefits for employees:

- Lower day care costs
- Better financial stability for young families
- Employees feel supported
- Lower stress for parents
- More options for women
- Easier breastfeeding
- Enables working fathers to be more involved with their babies

### Benefits for DOH:

- Employees return to work sooner
- Attractive benefit that can be used for recruitment
- Increased retention / lower turnover costs
- Increased employee loyalty
- Higher morale
- Lower health care costs from increased breastfeeding rates

For represented employees, the collective bargaining agreements (CBAs) supersede specific provisions of agency policies with which they conflict.

## Definitions:

**Parent:** Department of Health permanent employees who are new mothers, fathers, or legal guardians who are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not completed their six months' probation period are not eligible to participate.

**Infant:** Children of the department's full-time and part-time permanent employees who are six weeks to six months old.

**Care Provider:** Agency employee who volunteers and signs the Infant at Work Program Care Provider Agreement to provide infrequent care for the infant for up to one hour when the Parent is unavailable.

A Care Provider may not simultaneously participate in the program as a Parent bringing his or her infant to work and as a Care Provider for another Parent's child, except in rare situations subject to specific approval by Department of Health management. Care Providers may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible and employees who have not completed their six months' probation period are not eligible to participate.

**Framework:**

Eligibility: The program is designed to accommodate an employee's participation with a single infant. Prior to submitting application, Parent must have a pre-meeting with the Chief Human Resources Officer or designee.

Infant, Parent and Care Provider are strongly encouraged to be vaccinated, as appropriate for age according to the recommendations of the [CDC's Advisory Committee on Immunization Practices \(ACIP\)](#), against the following diseases:

<u>Infant:</u> Diphtheria Hepatitis B Pertussis (Whooping Cough) Poliomyelitis Tetanus	<u>Parent and Care Provider:</u> Diphtheria Influenza (required annually) Measles (Rubella) Mumps Pertussis (Whooping Cough) Poliomyelitis Rubella (German Measles) Tetanus
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Current recommended immunization schedules are published by the US Centers for Disease Control and Prevention and are available at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Infants should be vaccinated no later than seven (7) days following the ACIP recommended ages for vaccination. In addition to the diseases listed above, the department strongly recommends that infants be vaccinated against all other diseases as recommended by the ACIP.

The Parent and designated Care Provider(s) must maintain a safe working environment while caring for an infant in the workplace. Typically, participation will only be considered for those working in an office setting. Exclusions may include primary functions requiring field work, in person contact with the public, conducting investigations/adjudicative processes or a work location such as the Public Health Laboratory.

Parent and Care Providers' supervisors have input on whether the Parent or Care Provider can participate. If the Parent or Care Provider disagrees with decision, they may appeal in writing to the Chief Human Resources Officer. The Chief Human Resources Officer must review the appeal in cooperation with the respective Division Director/Appointing Authority or Designee to determine the suitability of the request. The Chief Human Resources Officer must provide a final ruling in writing.

Travel: The Parent is not authorized to travel with Infant while driving or riding in state owned or leased vehicles.

Work Station: Each Parent must provide the necessary furniture and equipment suitable for the infant's needs, ensuring that the equipment is not disruptive. The infant shall be located primarily at the Parent's work station during the workday.

Home: If the Infant becomes sick, is disruptive for a prolonged period of time, causes a distraction in the work place, or prevents the Parent from accomplishing work, the Parent must take the Infant home. The Parent must submit leave in accordance with the applicable agency policy or collective bargaining agreement.

Infant Feeding: The department provides two onsite lactation rooms, three wellness rooms and multiple breakout rooms. These rooms are located:

- TC 2 Lactation Room, located on the first floor.
- PPE Lactation Room, located behind the guard desk in the lobby.
- TC 1, 2, and 3 and PPE Wellness Rooms. You may need to check out the badge from the security guard.
- Breakout rooms (check with your supervisor or manager).

Diapering: Diaper changes and disposal must only take place in a restroom. The Department will provide a diaper changing table in a restroom near the Parent's work area. All used cloth and disposable diapers must be stored in a closed container in a restroom. The container must be provided by the Parent who will empty and remove the soiled diapers from the building at the end of each day. Soiled diapers must be placed in a sealed plastic bag or other sealed container.

Sick Infant: A sick infant shall not be brought to work. The Department adopts the [Inclusion and Exclusion Guidelines for Child Care](#), issued by the American Academy of Pediatrics, as a means for determining whether an infant is sick. See <http://www.healthychildcare.org/inclusionexclusion.html>.

Work Time: Parent will provide care for the Infant while performing job duties. In coordination with Supervisors, Parent and/or Care Giver may flex their work hours or submit leave to accommodate excessive loss of productivity.

### **Review and Approval:**

The Deputy Secretary of Administrative Operations is responsible for coordinating updates or rescissions of this policy or its associated procedures with the Chief Human Resources Officer.

**Procedure(s) for Policy 07.063 Infant at Work**

<b>Key Function</b>	<b>Activity</b>	<b>Person(s) Involved</b>
Pre-Meeting	Parent meets with Chief Human Resources Officer or Designee to discuss eligibility and process.	Parent, Chief Human Resources (HR) Officer or Designee
Eligibility	Parent determines if eligible to participate in Infant at Work Program.	Parent
Complete Individual Plan	Complete Individual Plan (including program start and end dates) and identify Care Provider(s).	Parent, Care Provider(s), Care Provider(s)' Supervisor(s)
Approval	Obtain signatures for Individual Plan. Submit completed Individual Plan to Office of Human Resources (OHR) for final approval.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s)' Supervisor(s), Division Supervisors, Office Director, Appointing Authority or Designee, HR Staff
Notification	OHR notifies Parent and the Parent's supervisor (with a courtesy copy to Appointing Authority or Designee, Care Provider(s) and Care Providers' supervisors) of the final approval dates the Infant is eligible to participate in the Infant at Work program. Upon final approval, the Parent may bring the Infant to the workplace.	Office of Human Resources, Parent, Parent's Supervisor, Appointing Authority or Designee, Care Provider(s), Care Provider(s)' Supervisor(s)
Feedback and/or Complaint Process	Informal complaint resolution Formal complaint resolution	Parent, Complainants, Parent's Supervisor, Parent's Division Director, HR Staff, Chief HR Officer or Designee, Deputy Secretary of Administrative Operations
Termination Process	Parent is no longer eligible to participate in program.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s)' Supervisor(s), Deputy Secretary of Administrative Operations, Chief HR Officer

**Link(s) to resources:**

[Babies at Work FAQ for Businesses](#)

[Care Provider Agreement](#)

[Waiver of Liability](#)

[Individual Plan](#)

<b>PROCESS: Individual Plan</b>		
<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>
1	Schedule pre-meeting with Chief HR Officer or Designee before submitting application.	Parent, Chief HR Officer or Designee
2	Get required signatures for individual plan: Each Parent shall complete and sign an Individual Plan setting forth an individualized care plan for the Infant, which shall be submitted to the Parent's supervisor, Care Provider's Supervisor(s), division supervisors, Office Director, and Appointing Authority or Designee for review and approval through the OHR. Note: The parent's immediate supervisor must first approve the Individual Plan.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s) Supervisor(s), Division Supervisors, Office Director, Appointing Authority or Designee, Family Medical Leave (FMLA) and Shared Leave Coordinator
3	The assigned HR staff person notifies the Parent and the Parent's supervisor of the final approval dates the Infant is eligible to participate in the Infant at Work Program. Upon final approval, the Parent may bring the Infant to the workplace.	Parent, Parent's Supervisor, Care Provider(s), Care Provider(s) Supervisor(s), FMLA and Shared Leave Coordinator
4	The Parent and his or her immediate supervisor shall meet periodically to assess effectiveness of plan.	Parent, Parent's Supervisor
5	The employee may appeal a denial to participate in the Infant at Work Program. For example, if an employee is denied participation in the program based on work location, the employee may request a temporary, alternative work assignment. The appeal must be in writing and sent by the Parent to the Chief HR Officer. The Chief HR Officer must review the appeal in cooperation with the respective Division Director/Appointing Authority or Designee to determine the suitability of the request. The Chief HR Officer must provide a final ruling in writing.	Parent, Chief HR Officer or Designee, Appointing Authority or Designee

<b>PROCESS: Care Providers:</b>		
<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>
1	Each Parent must designate a primary and back-up Care Provider in the workplace. The Care Providers must be agency employees who voluntarily agree to care for the Infant in the event the Parent is unavailable to care for the Infant, such as participation in a conference call, making a presentation, etc. The Care Provider may not simultaneously participate in the program as a Parent bringing his or her own Infant to work and as a Care Provider for another Parent's Infant. The Care Providers must be authorized by his or her supervisor to participate.	Parent, Care Provider(s), Care Provider(s) Supervisor(s)

2	Each Care Provider shall complete and sign the Care Provider Agreement setting forth the Care Provider's duties and responsibilities.	Parent, Care Provider(s), Care Provider(s) Supervisor(s), OHR		
3	If the Parent will be unavailable for a period exceeding one hour within their scheduled work hours, the Parent shall make arrangements for the Infant's care outside of the agency. A Care Provider in the workplace shall not be required to care for an Infant for a period exceeding one hour within their scheduled work hours.	Parent, Care Provider(s)		
4	<p>Each Infant, Parent and Care Provider is encouraged to be vaccinated, as appropriate for age according to the recommendations of the <a href="#">Advisory Committee on Immunization Practices (ACIP)</a>, against the following diseases:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Infant:</u>  Diphtheria  Hepatitis B  Pertussis (Whooping Cough)  Poliomyelitis  Tetanus </td> <td style="width: 50%; vertical-align: top;"> <u>Parent and Care Provider:</u>  Diphtheria  Influenza (required annually)  Measles (Rubella)  Mumps  Pertussis (Whooping Cough)  Poliomyelitis  Rubella (German Measles)  Tetanus </td> </tr> </table> <p>Each Parent and Care Provider may acknowledge through the Individual Plan that he or she has received vaccinations.</p>	<u>Infant:</u> Diphtheria Hepatitis B Pertussis (Whooping Cough) Poliomyelitis Tetanus	<u>Parent and Care Provider:</u> Diphtheria Influenza (required annually) Measles (Rubella) Mumps Pertussis (Whooping Cough) Poliomyelitis Rubella (German Measles) Tetanus	Parent, Care Provider(s)
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5	The Parent and Care Providers shall have a written plan in place for what to do in emergencies or when the Infant becomes ill under a Care Provider's care. The Parent must share emergency contact information with Care Providers.	Parent, Care Provider(s)		

<b>PROCESS: Complaints:</b>		
<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>
1	Complaints about the Infant in the workplace should first be resolved informally. Complainants may remain anonymous, and/or the complainant may talk to the Parent's supervisor or HR.	Parent, Complainants, HR Staff
2	Complaints shall be reviewed and discussed by the	Complainants, Parent's

	supervisor and the complaining person(s) (if applicable). The supervisor shall notify the Parent of the complaint while protecting the identity of the complainant and discuss it with the Parent to determine how to resolve the complaint.	Supervisor, Parent
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 through HR.	Parent, HR Staff
4	Complaints regarding a program participant that cannot be resolved satisfactorily shall be referred to the Chief HR Officer. The Chief HR Officer or Designee must investigate the complaint and interview the person(s) making the complaint, the Parent, the Parent's Appointing Authority, and, as needed, the Care Provider. The Chief HR Officer or Designee must make recommendations to resolve the complaint, which may include options up to and including revoking the Parent's eligibility to bring the Infant to work.	Chief HR Officer or Designee, Complainants, Parent, Parent's Appointing Authority
5	The Department of Health Deputy Secretary of Administrative Operations shall review the recommendation and, with the Chief HR Officer or Designee, make a final ruling on the complaint.	Deputy Secretary of Administrative Operations, Chief HR Officer or Designee

<b>PROCESS: Termination of Program Eligibility:</b>		
<b>Steps</b>	<b>Activity or Event(s)</b>	<b>Person(s) Involved</b>
1	<p>The Parent or Care Giver may voluntarily choose to terminate his or her participation in the Infant at Work Program at any time.</p> <p>A Parent or Care Giver's eligibility to participate in the Infant at Work program shall be terminated when:</p> <ul style="list-style-type: none"> <li>• The Infant becomes six months old;</li> <li>• The Parent's job responsibilities change in a manner that makes bringing the Infant to work no longer reasonable;</li> <li>• A decision is made, pursuant to the complaint process, to revoke the Parent's eligibility to bring the Infant to work. If a Parent's eligibility is revoked, the Chief HR Officer or Designee must notify the Parent in writing of the final ruling and the Parent shall then remove the Infant from the workplace within five business days, unless business reasons warrant immediate termination.</li> </ul>	Parent, Care Provider(s), Chief HR Officer or Designee