

**ARIZONA DEPARTMENT OF ADMINISTRATION**  
**POLICIES AND PROCEDURES**

<b>Policy Number:</b> ADOA/HRD PA1.02	<b>Issued:</b> April 2, 2019
<b>Subject:</b> Infant at Work Pilot Program	<b>Effective:</b> April 2, 2019
<b>Policy Section:</b> Human Resources	<b>Revised:</b> N/A
<b>Policy Owner:</b> Director's Office	<b>Next Review Date:</b> April 2, 2020

This policy does not create a contract for employment between any employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the Director.

**Scope:**

This policy applies to all employees of the Arizona Department of Administration.

**Definitions:**

*“ADOA premises”* means property that is owned or leased by the Arizona Department of Administration.

*“Eligible employee”* means an employee of the Department who is a parent or legal guardian of an infant.

*“Infant”* means a baby who is at least four (4) weeks old and not older than six (6) months of age (for the purposes of this policy) and is not yet mobile.

*“Infant at Work Request Form”* means the form by which the eligible employee requests the Department’s approval to bring their infant to work.

*“Infant at Work Human Resources Coordinator”* means an employee in the ADOA Human Resources Division, who is responsible for meeting with the employee, supervisor and Assistant Director. The Coordinator is also responsible for tracking and maintaining the Infant at Work Request Forms and responding to employee inquiries regarding the program.

*“Mobile” or “Mobility”* means the infant has attained the ability to move on their own through crawling, scooting, or otherwise moving themselves about on their own volition.

*“Privacy or cubicle drape”* means a cloth used by the mother to cover herself and the infant during breastfeeding or a cloth that may be fastened across the cubicle opening to visually block the mother and infant during breastfeeding.

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### **Policy:**

This policy outlines the Arizona Department of Administration's (the "Department") policy concerning its Infant at Work Program and authorization process. The policy provides information and instructions on how an eligible Department employee may request approval to bring their infant to work. Participation in the Infant at Work Program is a privilege and not a right of employment.

An eligible employee who wishes to bring their infant to work must contact the Infant at Work Human Resources Coordinator (HR Coordinator) to set up a meeting with the employee's supervisor, the Division Assistant Director, and the HR Coordinator prior to the infant's birth or desired date the employee intends to bring the infant to work. The employee should provide the HR Coordinator as much advance notice as possible.

Written permission on the Infant at Work Request Form must be obtained from the employee's supervisor and Division Assistant Director before an employee may bring an infant to work. The decision to grant or deny a request will be made at the sole discretion of the supervisor and Assistant Director and is subject to the business needs of the Department at the time the request is made.

Before the first day the infant is brought to the Department premises, the employee must notify the HR Coordinator of their date of return to work after the birth of the infant, or the start date in the program, if different. In instances of multiples (more than one infant), it will be handled on a case-by-case basis.

On or before the first day the infant is brought to work, the employee must complete the "Infant at Work Emergency Plan" form to identify individuals outside of the agency who have the employee's permission to retrieve the infant in an emergency situation. The completed form must be posted in a conspicuous location in the employee's office or cubicle at all times during participation in the Infant at Work Program.

An infant may be brought to work for up to six months from the infant's date of birth. If an infant attains mobility prior to six months of age, the authorization shall be terminated at that time.

The eligible employee must continue to meet all expectations of his or her job and must follow all Department policies and procedures. Any adjustments to the eligible employee's work schedule during participation in the program must be approved by the supervisor.

The employee must ensure that the infant does not create office disturbances. If disturbances or other disruptions arise and cannot be resolved, the Assistant Director may immediately terminate the approval, with or without the supervisor's approval.

The employee is responsible for the safety of the infant and must remain with the infant at all times. The employee may not request another individual, such as another Department employee, to substitute their presence for the employee in meeting this requirement for any period of time.

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The employee must provide all supplies and equipment needed to care for the infant and must ensure that the work area is kept in a clean, sanitary and safe condition.

When changing an infant's diaper, the employee must use a changing station located in a restroom or designated lactation room. Diapers may not be changed in Department work areas. Diapers must be sealed in a plastic bag and disposed of in a restroom trash bin.

A mother who is breastfeeding her infant may use one of the designated lactation rooms identified by the Department, use a privacy drape or cubicle drape, or close her office door.

The employee must not transport an infant in a state vehicle and the infant may not accompany an eligible employee on work assignments that take them outside of the Department's premises. When an infant is sick, the employee cannot bring the infant to work.

The employee may terminate his or her participation in the program at any time.

The Department may also terminate the employee's participation in the program if the parent becomes involved in corrective or disciplinary action, if the parent does not comply with the requirements of this policy and/or the terms and conditions of the employee's participation in the program, or when issues have arisen which hinder the Department's mission that cannot be resolved. Participation may also be terminated at the sole discretion of the Department. When participation is terminated, the infant must be removed from the workplace. Depending on the circumstances, the Department may require immediate removal or notice may be given.

Note: Not all work environments are appropriate for this type of arrangement. For example, if an eligible employee's job duties require travel to conduct inspections, monitoring, or other types of outside activities, or if the eligible employee is required to attend meetings outside of the Department's premises, the employee would only be allowed to bring the infant to work on the days the employee is scheduled to work in the office. If an eligible employee's work station is immediately adjacent to the lobby, if the employee must participate in numerous meetings, is responsible for answering telephones, or receiving public visitors, this arrangement may not be considered feasible. If employees are uncertain about the feasibility of bringing an infant to work, they should discuss with their supervisor or HR Coordinator.

### **Procedures:**

#### **1. Request Permission to Bring an Infant to Work**

Before the infant is brought to work, the employee must schedule an Infant at Work Meeting with their supervisor, Assistant Director, and the HR Coordinator. The employee must complete the Employee Section of the Infant at Work Request Form and bring the form to the Infant at Work Meeting.

#### **2. Participate in the Infant at Work Meeting**

During the Infant at Work Meeting, the HR Coordinator provides program information to the employee, supervisor, and Assistant Director. The parties should discuss parameters of the

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program, expectations, and feasibility. The HR Coordinator answers any questions, then the HR Coordinator signs and dates the Infant at Work Request Form.

### **3. Review of the Request by the Supervisor and Division Assistant Director**

After the meeting, the supervisor and Assistant Director sign the form, indicating whether or not the request will be approved or disapproved. A final determination on approvals or disapprovals will be at the discretion of the Assistant Director. Once the form has been reviewed and signed, the form is returned to the HR Coordinator, who will make a copy for the eligible employee and the supervisor.

### **4. Approve the Request**

If the request is approved, the eligible employee:

- a. Will be allowed to begin to bring their infant to work according to the agreed upon schedule.
- b. Must complete the "Infant at Work Emergency Plan" form and post the form in accordance with this policy.

### **5. Disapprove the Request**

If the request is disapproved, the HR Coordinator will provide written justification of the disapproval to the eligible employee, supervisor, and Assistant Director, and attach the justification to the Infant at Work Request Form.

### **6. Revocation of the Infant at Work Program Privileges**

If the Department determines it is in the Department's best interest to revoke the approval, the eligible employee will be notified in writing that the privilege is being revoked. The notice will explain the reason the privilege is being revoked and include the effective date of the revocation of the authorization.

#### **Related Forms:**

- Infant at Work Request Form
- Infant at Work Emergency Plan

#### **Corresponding Policies:**

None

#### **Contact:**

For questions related to this policy, please contact the ADOA HR Coordinator at (602) 542-5482.