



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Children in the Workplace

APPLIES TO:

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) is committed to fostering a supportive environment for employees while maintaining a professional workplace free from disruptions. The workplace is not a suitable substitute for childcare due to potential safety risks to children and potential liabilities for KSU. Employees are encouraged not to bring minor children to work areas during regular working hours. If childcare needs arise and alternative arrangements are unavailable, employees should utilize accrued sick leave, vacation leave, or unpaid leave, as permitted by KSU policies.

This regulation does not apply to KSU-sponsored programs or events designed for children or families.

DEFINITIONS:

Minor Child

An individual under the age of 18 who is not enrolled as a KSU student or employed by KSU.

Workplace

Any KSU facility, office, or area where employees perform their job duties, excluding public or event spaces designated for family-oriented activities.

PROCESS:

General Rule

To ensure a productive and safe work environment, employees should arrange for childcare outside the workplace. Minor children are generally not permitted in work areas during an employee's regular working hours.

Prohibited High-Risk Areas

Under no circumstances are minor children permitted in potentially hazardous areas, including but not limited to laboratories, facilities/maintenance workshops, mechanical rooms, or any area containing hazardous equipment or materials.

Exceptional Circumstances

In a brief, exceptional emergency, a supervisor may grant temporary permission for a minor child to be in a non-hazardous workplace. In such cases, the employee is fully responsible for the child's direct supervision, safety, and conduct, and must ensure the child's presence does not disrupt coworkers or university operations.

Leave Options for Childcare Needs

If employees need to care for their children during work hours due to unavailable childcare, they must request to use leave in accordance with KSU policy. Options include:

- Accrued sick leave (if applicable per KSU policy)
- Accrued vacation leave
- Unpaid leave

Exclusions

This regulation does not apply to KSU-sponsored programs or events designed for children or families, such as campus open houses or educational workshops.

Enforcement

Supervisors are responsible for enforcing this regulation. Repeated non-compliance may result in disciplinary action.

REFERENCES AND RELATED MATERIALS:

- KSU Minors on Campus Policy
- KSU Sick Leave Regulation
- KSU Vacation Leave Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 21, 2025	Zach Atwell
