

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Minors on Campus		Approved by:
Insert:	01.06	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to provide educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus.

Our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

Minor: For the purpose of this policy, children are generally defined as children under the age of sixteen (16). All minors under the age of sixteen (16) must be accompanied by an adult or guardian. Some enrolled students are under the age of sixteen (16).

DETAILS:

- 1. Minors Not Enrolled as a Student:** No minor may be on any college campus unattended unless enrolled in a course. Any infractions may be referred to College Police for assistance or to the Human Resources Office (HR@coastalalabama.edu).
- 2. Specific Campus Events:** The College hosts specific events, activities, etc. when employees are welcome to bring children to campus.
- 3. Individual Instances:** When there is a circumstance where the employee must bring the child to work the employee shall inform their supervisor immediately to establish a time-limited accommodation.

PROCEDURE(S):

1. Exceptions for specific, individual employee instances are rare. If an employee needs to bring a minor to the workplace on a rare particular occasion, they must obtain approval in advance from the immediate supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

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- a. The employee’s need to bring the minor to campus is urgent, compelling, not recurring, and of short duration.
- b. The only alternative to bringing a minor to campus is the employee’s absence from work.
- c. The College derives a clearly identifiable benefit from the employee being at work at the particular time (e.g., meeting a deadline).
- d. Arrangements for the safety and supervision of the minor are satisfactory to the manager or supervisor.
- e. The supervisor believes that distractions for the parent or custodian and distractions for other employees are minimal.
- f. If approval is granted for an exception, but the supervisor determines that one or more of the conditions listed above ceases to be the case, the employee will be directed to leave the workplace. Upon return to work, the employee must report the absence. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate supervisor will determine the appropriate accrual or leave to be used for the time off (e.g., annual leave, sick leave (if applicable), FMLA, etc.).

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.