

**CMI****College of the Marshall Islands**

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu**COLLEGE OF THE MARSHALL ISLANDS****BOARD RESOLUTION-No: 2024 - 003*****“A RESOLUTION TO APPROVE NEW POLICY 400 - 10.12: CHILDREN IN THE WORKPLACE”***

WHEREAS, The Board of Regents of the College of the Marshall Islands is given the responsibility under the CMI Act 1992 to “insure the well-being of faculty, student and staff through the approval of appropriate policies and procedures,”

And

WHEREAS, the policy has been recommended by the College’s Human Resources Committee and Executive Council

And

WHEREAS, the College must balance accommodating the needs of working parents with maintaining the working environment and avoiding potential liability issues,

NOW, THEREFORE, BE IT RESOLVED:

That the College of the Marshall Islands Board of Regents approves new Policy 400 - 10.12: Children in the Workplace.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on **March 18, 2024** at which a quorum was present and voted.

DocuSigned by:

3DEA0E85553420...

Kathryn RelangChair, Board of Regents
College of the Marshall Islands



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

CMI POLICY NO. 400 - 10.12

Children in the Workplace

Status:	Active
Effective Date:	March 18, 2024
Approval Date:	March 18, 2024
Steward:	Board of Regents/President
Approval Authority:	Board of Regents/Executive Council

1. Policy Statement	This Children in the Workplace policy is established to foster a healthy and appropriate balance between workplace expectations and family demands; in particular, to reduce personal and property risk and liability, enhance the ability of employees and co-workers to perform their job duties, protect the health and safety of CMI employees, protect information confidentiality, and to help promote a working and learning-conducive environment of the College.
2. Purpose for the Policy	CMI is committed to its mission and to developing student excellence and promoting an educational environment conducive to working and learning. Further, to maintain the health and safety of CMI employees, students, and visitors rely upon the control of and prevention of unsafe behaviors. When the visitors are children, diligence and sensitivity must be heightened. The purpose of this policy is to promote a professional and working and learning-conducive environment, being mindful of health and safety while minimizing risk related to both employees and the children in the workplace. The College is indemnified and does not accept any liability or injuries to children who are on campus in violation of this policy. Any harm or liabilities caused by children on campus will place the responsible employee accountable. The purpose of this policy is to provide



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

	guidance on and clarify the circumstances and conditions under which a minor dependent of employees may be present within the CMI workplace.
3. Definitions	'Child' or 'children' means a person under 18 years, not enrolled or admitted for enrollment in classes at CMI. 'Employee' means any faculty or staff who has responsibility for a child, while in the workplace regardless of the employee's relationship with the child.
4. Statements of Elaboration of Policy.	Parameters and Limitations - It is the responsibility of supervisors to ensure that the work of the College is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions. - With prior approval from the supervisor, it is generally acceptable to bring children into the workplace under the circumstance including but not limited to: - In the event of an emergency – school closing, child care emergencies, and other unforeseen situations which can compromise a child's health and safety in unanticipated situations). - When children are brought to the workplace or on campus, the following expectations apply: - Children are expressly prohibited from entering high-risk areas - An employee who brings a child to the workplace is responsible for keeping the child within his or her immediate supervision at all times. The employee may not ask another employee or student to supervise the child. - A child is explicitly prohibited from formal gatherings or meetings at the workplace. - An employee who brings a child to the workplace is fully responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damages caused by the child. - The presence of the child should be limited to a specific amount of time as approved by the employee's supervisor



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

- 6) The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child or other employees or students.
- 7) The child should not cause harm to other employees, disrupt operation, or negatively impact colleagues or others in the College work space.
- 8) The child is not to use equipment, including computers and telephones and any other assets of the College.
- 9) The workplace may not be used as an alternative for child care. When childcare arrangements break down, an employee should seek alternatives to bringing the child to the workplace. In such event, an employee can use appropriate accrued leave hours, personal leave, or leave without pay and care for a child outside of the workplace.
- 10) A child who has an illness that prevents him/her from being accepted by a daycare provider or attending school, in particular, with an infectious or contagious illness, may not be brought to the workplace under any circumstance.

An exception to the policy is provided if the child is:

- Enrolled as a CMI student, including dual enrollment students
- Participating in an official CMI program or event such as Upward Bound or secondary school visits
- Employed by the College
- Has a parent with a workplace assignment in which one of the conditions of employment is residency in a campus facility (ex: Resident Coordinator).

PROCEDURE:

1. An employee must obtain prior approval from the supervisor to bring a child to the workplace. In considering a request for a child's visit under this policy, supervisor should consider the following:
 - a. Determine if there are safety concerns and/or exposure to risk/liabilities



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

	b. Address issues of possible disruption to co-workers in the workplace c. The extent to which the child's presence in the workplace poses a risk of confidentiality breach of information in the workplace d. Consider the extent to which the child's presence is appropriate to the specific work being accomplished. 2. Supervisor, management and HR has the authority to deny the presence of children in the workplace 3. Supervisor, management and HR may revoke any previously granted permission for the employee to bring the child to the workplace and may direct an employee to remove a child from the workplace at any time if determined that this policy has been violated or negatively impacts the College's interests. In such an event, the employee will be charged with leave for any time that s/he is absent from the assigned station. 4. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.
i. Cross References to Related Policies	4.1 Employee Attributes and General Standards of Conduct; 6.2.3 Liability Insurance; 7.0 Employee Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	
8. Date of Initial Policy	
9. Date(s) of Any Revisions	



CMI

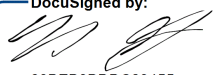
College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

President's Signature

DocuSigned by:

8095B3BDD623456...

March 18, 2024

Dr. Elizabeth Switaj

Date