MINORS IN THE WORKPLACE GUIDELINES

The University of Alaska is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are generally welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect the university campus and health and safety of our minors. Therefore, we have instituted the following guidelines to ensure the safety of our young children are defined as those under the age of 13. Minors are identified as those under the age

supervisor, manager, dean, or director, but only with the prior written approval granted by the regional Human Resources and Risk Management authorities, and only under the following circumstances:

1. No risk of injury or illness in excess of everyday risks are present in the workplace;
2. No significant disruption of the working environment of either the requesting employee or other employees will occur;
3. The requesting parent signs an agreement promising to indemnify the university and its agents and employees for any claims (including attorney's fees and court costs) made against the university or its agents or employees that arise out of the presence of the minor in the workplace (contract your risk management office for the agreement form).

An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, regional Human Resources or Risk Management authorities.

UA STUDENT GUIDELINES

1. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
2. Line of sight supervision of children by the parent or guardian is required at all times;
3. Minors are not allowed in the high risk areas defined above in the Employee section of this guide;
4. Minors are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

VISITOR GUIDELINES

1. Line of sight supervision of children by the parent or guardian is required at all times;
2. The parent or guardian must assure that minors are not disruptive to others;
3. Parent or guardian must not leave children unattended at athletic or other University activities;
4. Minors are not allowed in the high risk areas defined above in the Employee section of this guide.

UA SPONSORED EVENTS

Through University sponsored events, such as *Take Our Daughters To Work® Day*, created in 1993 by the Ms. Foundation for Women as a national public education campaign, UA recognizes that children of employees will have an interest in seeing where their parents work, learning more about the University of Alaska, and learning about potential careers. To both recognize and accommodate this interest, some locations at UA sponsor events in which minors are encouraged to come to work with their parents. Activity goals should include some of the following objectives:

o Establish a positive image for UA as an employer (proud of what UA has to offer);

- Offer a benefit for UA employees (proud to be associated with UA as an employer);
- Introduce minors to a variety of career opportunities;
- Create an opportunity for the minor to get to see where parents spend their time as well as begin to make positive association with UA;
- Emphasize the connection between work and school (very important to success of the UA Scholars Program);
- Stress importance of both teamwork and safety in the workplace (UA role models should always be seen as positive).

To facilitate the success of programs such as *Take Our Daughters To Work® Day*, as well as other UA sponsored activities involving minors such as work study, job shadowing, internships, or other academic enrichment activities, the below guidelines have been develop(g)10lop((w [(m)-2((c)-6(l(ar)-11(i 04 Tc 0.094