

MEMORANDUM

DATE: January 10, 2019

TO: Campus Community

FROM: Kellie Garcia, Associate Vice President [REDACTED]
Human Resources & Administrative Services

SUBJECT: Children at the Workplace During Work Hours

There have been occasions of unfortunate accidents where children of employees have been hurt. The workplace is not an appropriate environment for children and the University does not carry liability coverage for unauthorized individuals on campus.

In order for the campus to minimize potential injury and disruption of the work environment associated with this occurrence, the University requests children not accompany employees to the workplace. This includes not only scheduled work hours but also any additional work time spent on campus. This practice exists for the benefit of all employees and your cooperation and attention in this matter is appreciated.

KG:bf