



HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

HR-18: Children at Work Policy (effective: 05/12/2021)

Purpose

Georgia Building Authority (GBA), Georgia State Financing and Investment Commission (GSFIC), and the State Properties Commission (SPC) value family and work/life balance. While supporting the importance of family life, GBA/GSFIC/SPC believes in maintaining a work environment that is conducive to work; therefore, the workplace should not be used in lieu of child care. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment. This policy is not intended to prohibit children or other minors and family members from being in the workplace during company-sponsored events.

Applicability

This policy applies to all GBA, GSFIC, and SPC employees. Additionally, this policy applies whether work is being performed at the conventional work site, or an alternative workplace other than the employee's residence.

Policy

GBA/GSFIC/SPC is sensitive to our employees' child-related circumstances; however, children are generally not permitted in the workplace.

An employee's supervisor may, on a case-by-case basis, approve an employee's child to be present in the workplace. The child's presence shall not be disruptive to the workplace environment. However, children will not be permitted to be passengers in any state owned vehicle or around dangerous equipment or chemicals when present at a conventional work site, or an alternative workplace other than the employee's residence.

In the event of an emergency or other unforeseeable circumstance, when a supervisor does not approve an employee's child to be present in the workplace, employees may use the appropriate type of available accrued leave or leave without pay for missed work due to child-related circumstances.