

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR20 Infants at Work Pilot Program		
Approval Date	November 18, 2025	Termination Date	<u>December 31, 2026</u>
Related	HR05 – Leave HR06 – Employee Conduct HR11 – Workplace Safety HR14 – Rest Periods, Meal Periods & Break Times for Nursing Employees		
Purpose	To set forth the Spokane County Library District’s (District) policies for eligible employees to bring their infants to work		
Scope	District employees		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Pilot Program

This policy is approved by the Board of Trustees as a pilot program. This policy will be in effect from its approval date of November 18, 2025 to its termination date of December 31, 2026.

Background

The Infant at Work (IAW) Program allows eligible employees who are new parents or legal guardians to bring their infant(s) to work with them from the age of 6 weeks to 6 months. This supports parent and infant bonding, assists parents maintaining a work life balance, and creates more flexibility for a parent to work in lieu of taking leave.

Definitions

- **Alternate Care Provider (ACP):** District employees who volunteer and complete the ***Infant at Work Program Care Provider Form*** to provide infrequent care for the infant(s) for up to one hour when the Parent is unavailable. An Alternate Care Provider (ACP) may not simultaneously perform as an ACP and a Parent on the days when they bring their infant(s) to work. ACPs may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible.
- **Eligible position:** Typically, positions working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in-person contact with the public. Eligibility will be noted in the job description and final determination will be made by the Human Resources Director.
- **Infant:** Benefit eligible dependents of District employees who are six weeks (43 days) to six months old (180 days).
- **Parent:** District employees who are new parents or legal guardians to infant(s) as defined in this policy and who are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible.

Policy:

The parent will be required to identify a minimum of two (2) co-workers who are not directly supervised/managed by the participating parent and who have their supervisors' support, to serve as alternate care providers (ACPs).

Alternate Care Providers do not receive additional compensation while acting as ACP.

The parent and ACPs must maintain a safe working environment while caring for infant(s) in the workplace. Typically, participation will only be considered for those working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in person contact with the public.

Individual Care Plan Form must be completed and submitted. The parent must have received required approvals from the parent's supervisor and department director prior to bringing infant(s) to work.

Workstation Inspection Form must be completed. Parent and ACP workstations are required to be conducive to having an infant(s) present as evidenced by a completed and approved IAW Workstation Inspection form. A form must be completed for each parent and ACP workstation. The forms must be completed in coordination with the parent/ACP and the parent's/ACP's supervisor.

Waiver and Release of Liability Form must be completed and signed by the parent, which includes a statement that the infant(s) has no current health concerns or medical conditions that would be aggravated by the infant(s) being in a work environment, and an acknowledgement that bringing an infant(s) into a work environment may increase the risk of the infant(s) contracting an illness or medical condition. The parent must further acknowledge the District is not responsible for any injury, medical or other costs associated with bringing the infant(s) to work or the IAW Program.

Alternate Care Provider Agreement Form must be completed by the alternate care provider and approved by the parent's supervisor and division manager prior to bringing infant(s) to work.

Workplace Requirements

- The workstations where the infant(s) will be located must be suitable for an infant, as evidenced by the **IAW Workstation Inspection form**.
- The infant(s)'s primary location will be the parent's workstation unless the designated ACP is providing care.
- The parent is responsible for all equipment and furniture for the infant(s)'s need, ensuring that the equipment is not disruptive. The District will not incur additional expenses associated with IAW.
- The parent or ACP is not authorized to travel with an infant(s) while driving or riding in a District owned vehicle.
- If the infant(s) becomes sick, is disruptive for a prolonged period of time, causes a distraction in the workplace, or prevents the parent from accomplishing work, the parent must take the infant(s) to a secluded work area or take the infant(s) home or to a backup day care provider. The parent must submit leave in accordance with policy.
- The parent will not bring the infant(s) to work if the infant is ill. The District adopts the Inclusion and Exclusion Guidelines for Child Care, issued by the American Academy of Pediatrics (AAP), as a means for determining whether an infant is sick.
- Established District comfort rooms will be available for nursing.

- Diaper changing will only occur at designated changing stations in a restroom. All used diapers and clothes must be stored in a closed container that traps odors, which will be provided by the parent, who will empty the container and remove any soiled diapers and clothes from the building at the end of each day.
- The parent will provide care for the infant(s) while performing job duties. In coordination with supervisors, the parent and/or ACP may flex their work hours or submit leave to accommodate excessive loss of productivity.
- The infant(s) shall not prevent the parent or ACP from performing the job duties of the parent and ACP.

Alternate Care Provider (ACP) Requirements

Individual care plans require the parent to find a minimum of two (2) co-workers to provide alternate care in the event the parent is needed in a meeting, conference call, or other work-related matter to which they cannot take the infant(s). Parents are encouraged to consider whether their work schedule aligns with their ACPs.

- The chosen ACP must receive approval from their supervisor and department director to perform as an ACP. The role of ACP is voluntary and must have supervisor support/agreement. This includes no conflicts or issues with position duties, employee performance, workload, employee's ability to manage time, or similar issues.
- **IAW Alternate Care Provider Agreement form** must be completed by each ACP.
- **IAW Workstation Inspection form** is completed by each ACP and the ACP's supervisor and be attached to the ACP Agreement. The ACP workstation must be conducive to having an infant present as evidenced by a completed and approved IAW Workstation Inspection form.
- An employee acting as an ACP will not be permitted to have more than one (1) active IAW Alternate Care Provider agreement in effect at the same time.
- ACPs who are also participating as an IAW Parent cannot provide care for more than one infant simultaneously.
- An individual ACP may provide alternate care for generally no more than 1 hour per four-hour period. Exceptions to the one-hour limitation can be made if the ACP and their supervisor agree to a longer time period. If the parent needs more time than the ACP can provide, they shall utilize their other approved ACP or arrange for care outside of the workplace.
- ACPs will be required to manage their work so it is not negatively impacted by providing occasional alternate care.
- ACPs who are overtime eligible will be required to use leave or make up the time within their designated workweek if they are not able to work due to providing alternate care.

Agreement Termination

Individual IAW agreements and/or ACP agreements may be terminated by any participating individual or the District at any time.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.