

# Memo



**To:** Staff

**From:** Laura Jaramillo 

**RE:** CHILDREN IN THE WORKPLACE (PLACE IN PERSONNEL HANDBOOK)

**Date:** 08/12/19

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It is not appropriate or acceptable for staff to bring children with them to work to spend the day or a portion of the day. I realize there may be circumstances or emergencies that arise where staff do not have available child care. In this case the staff member would need to take vacation leave to attend to child care needs outside of the workplace.

The exception to this rule would be something like "Take your daughter or son to work day". For something of this nature, the staff member would need to first get approval from their direct supervisor and also the City Manager.