



United States Department of the Interior BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1623
Sacramento, CA 95825
www.blm.gov/ca



April 15, 2013

In reply refer to:
1400-271 (CA-945) P

EMS TRANSMISSION: 4/15/13
Instruction Memorandum No. **CA-2013-017**
Expires: 09/30/14

To: All Employees
From: State Director
Subject: Children in the Workplace

Purpose: This Instruction Memorandum (IM) establishes policy for Bureau of Land Management California (BLM-CA) governing children in the workplace. These policies and procedures are necessary to avoid disruptions to BLM-CA employees, to reduce personal and property liability to the Federal Government, and to protect the welfare and safety of employees' children.

Policy: Children are not permitted in the workplace except under emergency circumstances such as when an employee experiences an unanticipated short-term emergency, and only when the employee's supervisor has granted permission.

If an employee has been granted permission to bring a child to the workplace the child must be admitted as an official guest and the employee must supervise the child at all times.

Supervisors should be flexible in granting accrued leave to employees who need to make emergency child care arrangements.

This policy does not apply to participation in a structured event, such as "Bring your Child to Work Day," or other events where families are invited and encouraged to participate. Employees are personally responsible for the behavior of their children when they are participating in an approved activity.

Employee will:

- Gain permission from their supervisors before bringing children into the workplace.
- Ensure that children are within employee's immediate range of parental supervision while in the workplace.
- Assume full responsibility for safety and behavior of children at all times while they are in the workplace.

Supervisors will:

- Grant employees permission to bring children to the workplace only under emergency circumstances and only for a short period of time.
- Be flexible in granting accrued leave to employees who need to make emergency child care arrangements.

Timeframe: This policy is effective immediately.

Contact: Please refer questions to Lori Rosenstein at 916-978-4495.

Signed by:
Angie Lara
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management