

FAYETTEVILLE STATE UNIVERSITY

VISITORS IN THE WORKPLACE

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Administrators ●Faculty ●Staff ●Students
History:	Approved – July 1, 2002 First Issued – July 1, 2002
Related Policies:	N/A
Contact for Info:	General Counsel (910) 672-1145

I. PURPOSE

It is the policy of Fayetteville State University to provide an environment for all employees that is professional and free from distraction. The university has found that time spent attending to a personal visitor detracts from work production of not only the employee, but also co-workers. Thus, the policy on visitors in the workplace has been promulgated. Please note that individual supervisors (workplace) and faculty (classrooms) may impose additional restrictions, which are considered appropriate to the successful operation of the institution.

II. GUESTS

Except when authorized by the appropriate supervisor, all guests, including but not limited to relatives and friends of employees and employees from other university units, who do not have official business with a particular department may be restricted from prolonged visits to the workplace.

Additionally, to minimize physical risk to a guest as well as risk to the university, work areas such as laboratories, closed stacks, trade shops and machine rooms are off limits to anyone but employees authorized to access such areas. However, if guests must visit such risk-associated areas, an authorized employee should accompany them.

III. CHILDREN

On occasion, young children have been brought to the university campus and have remained for extended periods of time either in a work area under parental supervision or elsewhere on campus with or without supervision (e.g., classrooms). Most often, these occurrences are during the summer, on snow days during the winter, on holidays, and at other times when schools and day care facilities are either closed or inaccessible.

While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, the university, for several compelling reasons, cannot accommodate children in campus workplaces, classrooms or in unsupervised circumstances on campus. These reasons include risks of injury, disruption of classes and other normal university operations, in addition to diverting employees' time and attention from their job responsibilities and duties. Therefore, the university will not allow:

- A. children under the age of 14 to be on campus without being accompanied by a responsible older person or without being properly enrolled in a supervised University activity; or,
- B. students to bring children into a classroom setting while classes are in progress; or,
- C. children to be present in a parent's or caretaker's campus workplace or in a classroom for an extended period of time.

The university encourages supervisors to accommodate employees as much as possible in scheduling sick and annual leave to provide or arrange for childcare.