



# Standard Administrative Procedure (SAP)

## 33.99.99.L0.02 Children and Dependent Adults on Campus

First Approved: August 24, 2023

Next Scheduled Review: August 24, 2028

---

### Procedure Statement and Reason for Procedure

---

Texas A&M International University values its employees and strives to support them through family-friendly employment policies and benefits. Work-life balance is important for employee productivity and job satisfaction. This procedure helps ensure the safety of TAMIU employees and their dependents (i.e., children and dependent adults) and provides guidance for the care of dependents while on campus. This procedure applies to all TAMIU employees including full-time and part-time faculty, staff, and student employees.

The workplace is not the proper venue for employees to routinely provide personal care to others, and it is not to be utilized as a backup childcare or adult dependent care arrangement. It is inappropriate for an employee's dependents to be in work areas regularly and/or for extended periods of time. Their presence can cause distractions and disruptions to students and employees, put them at risk of harm, and create potential liability for TAMIU.

---

### Procedures and Responsibilities

---

#### 1. GENERAL

1.1 To eliminate or reduce the potential liability to the University, risk of harm, and distractions and disruption to students and other employees, the child(ren) and/or dependent adult(s) who are the responsibility of an employee should not be brought to the workplace. This applies to the regular workday as well as evenings and weekends when the employee is on campus to conduct University business.

1.1.1 While there are valid instances for older children and adults to use the campus, employees are not permitted to drop off their child(ren) and/or dependent

adult(s) at the library, bookstore, food court, outer office reception areas, hallway seating or in their private office. A plan for managing emergency care services, in lieu of their regular childcare, is recommended for parents/guardians in order to avoid bringing their child(ren) and/or dependent adult(s) to the workplace. Employees should notify their supervisor in the event of a family emergency and take appropriate leave or make alternative arrangements to cover their absence.

1.1.2 Employees are not permitted to bring their child(ren) and/or dependent adult(s) to campus for the convenience of going to a personal or medical appointment during the workday. Such appointments should be scheduled to avoid the necessity of bringing their child(ren) and/or dependent adult(s) to campus.

1.1.3 Employees are not permitted to bring their ill child(ren) and/or dependent adult(s) to work. Sick children or dependent adults who are contagious should be taken home to avoid the spread of germs to employees. Employees may use sick leave benefits to care for an ill child or dependent adult.

## 2. OTHER CARE ARRANGEMENTS

2.1 TAMIU does not allow employees to routinely have their child(ren) and/or dependent adult(s) accompany them to their work site, on or off-campus, in lieu of other care arrangements. Limited temporary, exceptions to this requirement must be approved by the employee's immediate supervisor and respective vice president who shall report the approved exception to HR.

2.2 An employee's child(ren) and/or dependent adult(s) may be in the employee's workplace for a limited period of time (not to exceed 30 minutes) before and/or after an official University activity (e.g., camps, workshops, programs for minors).

3. This procedure is not intended to prohibit individuals from coming to campus for educational purposes or events open to the public.

---

## Definitions

---

Dependent Adult – a person residing in the same household as the employee who is over the age of seventeen and who needs assistance to carry out normal activities or to protect their rights.

---

## Contact Office

---

Human Resources, 956-326-2361