SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 32.100 - Take Your Daughter/Son to Work Day

Date:	August 24, 2005
Revision No:	New
Supersedes:	New
First Adopted:	August 24, 2005

PURPOSE:
To introduce children to the workplace and to help them realize that their future participation in the labor force is expected and welcome.

DEFINITIONS:
Eligible Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis.

POLICY:
In the event that the City of San Bernardino Mayor's Office sponsors events related to "Take Your Daughter/Son to Work Day," all employees of the Water Department will be permitted to submit a request to bring one eligible child between the ages of eight (8) and fifteen (15) on the day designated by the Mayor's Office. The requests shall be submitted to the employee's direct supervisor at least fourteen (14) days before the designated day for a determination as to whether the eligible child's presence can be accommodated safely and without adverse impact to the orderly conduct of work in the department.

In addition to the prior approval form, and attached thereto, each eligible child must submit a liability waiver form signed by his or her parent or guardian. Each request to participate and waiver form shall be reviewed and approved by the Safety Program Manager and then approved by the Supervisor and Division Director.

Each eligible child shall be accompanied throughout the designated day by the employee. However, the employee may only attend a maximum of two (2) City-sponsored tours or events during the day.

In the event that the eligible child requires accommodation(s) for physical or mental disadvantages in order to participate, the employee should provide notice to the department at least seven (7) days before the designated day in order to provide the department time to offer appropriate accommodation(s) for the best possible experience for all participating children.