




Policy Title	Infants at Work
Effective Date	December 2, 2025
Supersedes	New
Approval	 Matthew A. Brown State Personnel Director
References	SPD Standardized Policies

PURPOSE

To provide a framework for a pilot program that will allow parents to bring their infants to the workplace where operational needs and the environment make such opportunities feasible, safe, and effective without impeding productivity.

SCOPE

Agencies authorized by the Office of the Governor for participation in the pilot program.

POLICY STATEMENT

It is the policy of the State of Indiana that time spent with parents in the first six months of a child's life is important to their health and wellbeing, and that having opportunities to have their infants nearby can generate higher morale, increase job satisfaction, and motivate higher productivity in employees who are new parents.

In workplaces where infants can be present safely and without unduly disrupting operations, agencies are encouraged to establish Infants at Work Programs with the parameters of this policy for employees to have their infants up to age six months (or until mobile, whichever comes first) in their workstations. Participation in such program is a privilege, not a right, which is available to eligible employees only after their employing agency has implemented a formal Infants at Work Program in accordance with this policy.

DEFINITIONS

Eligible Employee: means a full-time employee of the Indiana Governor's Office, Department of Health, the State Personnel Department, and any other state agency authorized to participate in this pilot program by the Governor's Office and who was employed by the State of Indiana at the time the Infant was born.

Infant: means the biological or adoptive child of an Eligible Employee who is between four weeks and six months of age, and who is not yet able to crawl or walk without assistance.

Infants at Work Program: means the establishment and operation by an agency of a program compliant with this policy authorizing eligible agency employees to bring their Infants with them to the workplace.

Alternate Care Provider: means a co-worker of the Eligible Employee who has expressly agreed to step in to care for the Infant for not more than one-hour per workday if the Eligible Employee must attend to duties that cannot be effectively performed if the Infant becomes disruptive at that time.

RESPONSIBILITIES

Agency Management Team is responsible for:

- Determining lactation spaces in accordance with the Lactating Parents Policy and in accordance with State purchasing protocols and in concert with IDOA;
- Establishing knowledgeable coordinators and decision makers and publishing their contact information for employees to obtain information and submit inquiries or concerns about the program as well as those authorized to sign an Agreement as the designated State of Indiana representative on behalf of the agency;
- Determining which employees of the agency are eligible to participate;
- Determining which locations are eligible for an Infant to be in the workplace;
- Complying with the Support for Lactating Parents policy and providing similar locations for breastfeeding, bottle feeding, storage and heating of milk;
- Terminating participation of an Eligible Employee as of the end of the calendar week in which the Infant attains six months of age or becomes mobile, whichever occurs first, or whenever the participation of the employee ceases to be effective in meeting operational needs, productivity and performance standards;
- Determining when an Infant is disrupting the workplace and must be removed for the remainder of the workday or longer period.

Participating employees are responsible for:

- Discussing potential participation in the program with the supervisor and other designated program coordinators or agency officials to develop a schedule and plan of action;
- Requesting authorization to participate in the program at least 10 business days in advance;
- Completing a Participation Agreement, Waiver, Release, and Indemnity and obtaining required signatures on the agreement prior to the first day the Infant is in the workplace;
- Complying with all provisions and purposes of this policy and agency policies establishing Infants at Work Programs;
- Working assigned hours and taking appropriate leaves as necessary, such as when a disruptive or ill Infant must be removed from the workplace;
- Maintaining productivity, including meeting quality, quantity, and timeliness performance standards;
- Ensuring the security and confidentiality of documents, computers, and systems;
- Limiting the Infant's presence in the workplace to the employee's regular work station or those locations where care for the Infant must be provided;
- Taking appropriate leave or arranging for care by others outside the workplace when the Infant is ill;



- Providing all supplies and equipment necessary to care for their Infant and keep affected areas clean, odor-free, and sanitary, including diaper changing areas which must be cleaned after each use;
- Utilizing designated spaces for diaper changing and lactation or feeding activities;
- Ensuring furniture, equipment, and supplies do not impede walkways, hallways, or exits;
- Ensuring their Infant is in a safe environment at all times;
- Ensuring their Infant has received all vaccinations required by State law for the child's age during participation in the program;
- Planning for their Infant in case of emergency or evacuation.

Designated Alternate Care Providers are responsible for:

- Working assigned hours;
- Maintaining productivity, including meeting quality, quantity, and timeliness performance standards;
- Limiting their time spent caring for the Infant to not more than a cumulative one-hour per workday;
- Making necessary schedule adjustments or taking leave as necessary;
- Reporting concerns to the program coordinator.

PROCEDURES

A. Agency Considerations for Program: A determination whether to authorize an Eligible Employee to bring their Infant to work must include consideration of the following factors plus any others related to unique operational matters or worksite(s) of each agency:

1. Location provides safe environment for the Infants.
2. Infants should not be permitted in stairwells, state vehicles, laboratories, fabrication, maintenance, or construction areas, storage rooms, kitchens with hot appliances, loading docks, utility or mechanical rooms, server rooms, fitness rooms during active use, locations accessible by incarcerated individuals, federal detainees, or patients committed to FSSA/DMHA hospitals, and any posted restricted or high noise area.
3. Location can accommodate Infants without impeding employee movement and productivity.
4. Work performed by Eligible Employees is conducive to performance while ensuring the care and safety of their Infant.
5. Necessary fixtures can be purchased and installed to provide diaper changing facilities and lactation spaces in accordance with policies and purchasing protocols.

B. Eligible Employee Participation in Program

1. Eligible Employees are not entitled to bring their infant to work.
2. Agency management has sole discretion to approve or deny individual requests for participation.
3. Written request for participation is required not less than 10 business days in advance. Request must include the following:
 - i. A signed Participation Agreement, Waiver, Release, and Indemnity form.



- ii. A Pediatrician Clearance and Workplace Suitability form completed by the Infant's health care provider.
 - iii. A statement that their Infant has no current health concerns or medical conditions that would be aggravated in the work environment and acknowledge that risk of contracting illness or medical condition may be increased by bringing their Infant into the work environment.
 - iv. Signature of Eligible Employee's supervisor confirming a discussion about the details of the schedule and parameters of the participation has been held and determining that participation is feasible.
 - v. Printed name and signature of co-worker(s) willing to serve as Alternate Care Providers. Supervisors are prohibited from assigning subordinates as Alternate Care Providers. Alternate Care Providers are prohibited from providing care more than a total of one-hour per workday.
4. Participating Eligible Employees shall not place their Infant in state vehicles nor take their Infant with them in travel status to other assigned work locations for conferences, inspections, audits, nor other field work regardless whether employee is using a state-owned/-leased or personal vehicle.
5. Participating Eligible Employees shall remove their Infant from the workplace if the Infant is disruptive, as determined by agency management, and will use appropriate leave for the remainder of the workday.
6. Infants become ineligible at the end of the calendar week in which the Infant attains six-months' age or becomes mobile, whichever occurs first.
7. Participating Eligible Employees shall perform their assigned duties while their Infant is in the workplace. Performance standards for the quality, quantity, and timeliness of the assigned work must be achieved. Failure to maintain standards will result in the end of the employee's participation in the program.
8. Participating Eligible Employees shall meet all responsibilities identified in this policy and any additional requirements imposed by the agency's program policy.

FORMS & RESOURCES

Participation Agreement, Waiver, Release, and Indemnity: [State Form 9900372](#)

Pediatrician Clearance and Workplace Suitability Form: [State Form 9900373](#)

Alternate Care Provider: [State Form 9900374](#)

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