



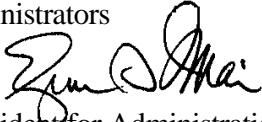
**UNIVERSITY OF HAWAII**

SENIOR VICE PRESIDENT FOR ADMINISTRATION

**MEMORANDUM**

April 4, 2001

TO: University Administrators

FROM: Eugene S. Imai   
Senior Vice President for Administration

SUBJECT: **CHILDREN AT THE WORKPLACE**

In light of the anticipated strike of the HSTA and the Governor's Executive Memorandum 01-05, I encourage all administrators and supervisors to exercise considerable flexibility in addressing the needs of employees who have school age children who will be impacted by the strike. I encourage you to allow affected employees to take vacation, compensatory time off, and the option to flex their working hours, if they are unable to find alternative child care.

However, employees should not bring children into areas such as laboratories with chemicals or other toxic substances, farms, vocational shop facilities, or other areas which potentially may be unsafe for children. Please exercise discretion to ensure the health and safety of the children, employees and students. In other programs and facilities, employees may be allowed to bring their children into the workplace in critical or emergency situations; for example, where child care arrangements have not been successful. This allowance should be for short periods of time while child care arrangements are being made.

When children are brought to the workplace, it shall be the parents' responsibility to:

1. ensure the safe and appropriate conduct of the child;
2. ensure program operations are not adversely affected; and
3. demonstrate to their supervisors that every effort has been exhausted or is being pursued in attempting to locate child care services or other arrangements.

Administrators and supervisors may terminate the practice of allowing children in the workplace if this alternative proves unsafe or if operations are adversely affected.

Please be mindful that the University may be in a strike environment and that there may be picketers at University entrances.