



**Departmental Standard Operating Procedure (DSOP)**

DSOP No. 11-02

Effective: Nov. 29, 2011

**SUBJECT: CHILDREN IN THE WORK PLACE**

**PURPOSE AND SCOPE:** To establish a uniform policy relating to Miami Dade Aviation Department (MDAD) employees and children in the work place.

**I. AUTHORITIES:**

- A. Operational Directive 99-03 – Miami-Dade Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedures 00-02 – Written Procedures for MDAD Units.

**II. DEFINITIONS:**

- A. Minor or Child: any person who has not attained the age of 18 years.
- B. Supervision: direct oversight and immediate control of the child at all times while on County property.

**III. POLICY:**

The Miami Dade Aviation Department does not allow employees to bring minor children to work, except with prior approval for County/Departmental sponsored events. It is expected employees will make provisions for child care emergencies using leave available to County employees (e.g. annual, holiday, leave without pay, etc.) and within the Department's leave request policies and procedures.

**IV. GENERAL:**

No supervisor may exempt an employee from this policy. Enforcement of this policy is set forth in Section VII. The only exceptions to this policy are detailed in Section V and require adherence to the specific procedures delineated in Section VI.

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**V. EXCEPTIONS TO THIS POLICY**

1. Specific County Sanctioned Events

Children are allowed in the work place during Aviation Department sponsored events and with proper authorization, as there may be participation limitations. Approval should be obtained from the employee's Division management and the appropriate sponsoring authority, if applicable. These events include but are not limited to, award ceremonies, cultural or family events and Take Our Daughters & Sons to Work Day.

- A. Take Our Daughters & Sons to Work Day is restricted to children between the ages of 8-13 years. Approval from the employee's Division management is required for participation. Children under 8 years old may not participate. Employees whose children cannot participate due to space limitations but still would like to bring their children to work may do so by first obtaining approval from their Division management and adhering to the age limitations of the event. Children within the participation age range will be allowed in the work place for this event within the guidelines outlined in this policy. Children are to be supervised by their parent at all times.

2. The Aviation Department Director may override this policy in the event of an emergency situation, such as a hurricane.

**VI. PROCEDURES DURING SANCTIONED EVENTS:**

During a sanctioned County/Departmental event, the following procedures must be followed:

1. Prior, documented approval must be obtained from the employee's Division management and the indicated authority for the event.
2. Under no circumstances should an employee leave a child unattended anywhere on MDAD premises.
3. Employees may not ask any other employee to supervise or care for the child.
4. Children who are ill are not permitted.
5. No minor is permitted into potentially hazardous/high-risk safety areas. These include, but are not limited to: Maintenance shops, computer rooms, the airfield, warehouses, mechanical rooms, rooftops, and construction zones, areas with excessive noise and/or, temperatures, inadequate ventilation or pollutants, and County vehicles. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements.
6. No person who is not a County employee is permitted in a County vehicle.
7. Children are not allowed to use MDAD computers, telephones, and other County equipment or supplies.

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**VII. ENFORCEMENT**

1. MDAD does not accept any liability for injuries to children who are on MDAD property in violation of this policy.
2. Department Management reserves the right to direct an employee to remove a child from Aviation Department premises for reasons including, but not limited to:
  - Disruption of day-to-day operations.
  - Safety concerns.
  - Violations to the Children in the Work Place Policy.
3. Employees who violate this policy will be subject to corrective and/or disciplinary action.

**VIII. REVOCATION: None**

**IX. CROSS REFERENCES: None**

Approved By:

  
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José Abreu, P.E., Aviation Director

Date:

11-29-11

To view all MDAD Written Directives refer to [http://www.miami-airport.com/compliance\\_division.asp](http://www.miami-airport.com/compliance_division.asp)