



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	VI	Administrative Policies	
Chapter:	A	Human Resources	8-17-2012
Subchapter:	1	Human Resources	
Issuance:	02-2012	Personal Visitors in the Workplace	

I. PURPOSE

The Department values an atmosphere that fosters a healthy balance between workplace obligations and family matters. However, the presence of visitors or family members during work hours is unsuitable as it causes decreased productivity due to distractions and disruptions, may violate confidentiality laws, creates health/safety risks to the visitor and employees, and creates liability concerns for the Department.

II. SCOPE

This Policy applies Department-wide.

III. POLICY

Visits by children, family members or other personal visitors are not permitted except in emergency situations. Such emergencies must be discussed with the employee's supervisor and may be accommodated on an individual basis. At no time is there to be continual presence of children in the workplace in lieu of other childcare arrangements.

If a visit is authorized as above, such visit must be as brief as possible and should not disturb the workplace. Telephones, copy machines, calculators, computers and all other State equipment are for official use only and shall not be used by non-employees.

This policy does not apply to participation in a structured event, such as "Bring Your Child to Work Day," if children are invited by the Department to participate, or a special occasion (e.g. retirement lunch on site) where prior managerial approval has been obtained. Employees are personally responsible for the behavior of their children and the activities of their visitors when they are participating in an approved event.

Violations of this policy could result in corrective and/or disciplinary action.

IV. RESPONSIBILITIES – MANAGERS/SUPERVISORS

- A. It is the responsibility of managers/supervisors to ensure that allemployees adhere to the guidelines set forth in this Policy.
- B. Senior management/administrators who observe violations of this policy are responsible for notifying management staff for appropriate action.

Date: _____

Allison Blake, Ph.D., L.S.W.
Commissioner