

FRIENDS AND FAMILY IN THE WORKPLACE

Policy I-02

PURPOSE

It is not appropriate to "regularly" allow friends and family in the workplace. People who are not employed by the state can be disturbing to the general working environment and may also pose a potential liability to the State of South Dakota.

POLICY REQUIREMENTS

Friends and family are not "regularly" allowed in the workplace. If the Bureau of Administration (BOA) employees have daycare needs, visiting relatives, or other special needs, they are expected to make the necessary accommodations and acceptable arrangements with their respective supervisor so that their friends and family cause the least amount of disruption to the workplace as possible, and always remain clear of areas in the workplace which may pose a hazard to their safety.

RATIONALE

The Bureau of Administration recognizes the importance of friends and family and want to be supportive. However, we also have an obligation to provide for a productive work environment for all Bureau of Administration employees. In addition, safety is a factor which must be considered so that we do not endanger their health and well-being and needlessly expose the state to potential liability.

POLICY INDEX

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REVISION LOG