

Reference: HUMAN RESOURCES
Section: WORK RULES
Title: ATTENTION TO DUTY - PROHIBITION OF PERFORMING CHILDCARE WHILE ON DUTY; PRESENCE OF MINORS ON PROPERTY; PRESENCE OF NON-EMPLOYEES ON PROPERTY
Policy Number: 04-05-09
Issue Date: 04-01-2008
Revision Date: 05-14-2021

I. **PURPOSE**

The purpose of this policy is to define the position of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") on the importance of giving full attention to the performance of work duties, specifically prohibiting the performance of childcare while on duty, the presence of minors on Authority property, and the presence of non-employees on Authority property.

II. **APPLICABILITY**

This policy applies to all Authority employees.

III. **POLICY**

While on duty, employees are required to devote their full attention to the proper performance of their work duties. When an employee is on duty or in an Authority vehicle, childcare/supervision is prohibited. Employees are also prohibited from leaving minor children in personal vehicles on Authority property unless the children are supervised by an adult.

If children do accompany an off-duty employee on Authority property for an authorized reason (e.g., to pick up a paycheck), the presence of the children must be brief, they must not enter restricted areas and they must be supervised at all times by the off-duty employee. Other than picking up a paycheck, an "authorized reason" is one approved by the employee's direct supervisor/manager of the work unit for an unusual non-reoccurring reason or a Authority-sponsored event. Off-duty employees awaiting assignments are not permitted to bring their children or other non-employees with them into Authority buildings or facilities.

For safety and security reasons, all employees are advised that only **authorized** non-employees are allowed on Authority property. An "authorized non-employee" is one who has a legitimate business reason to be present on Authority property at that time or one whose immediate presence has been approved by management-level personnel. All unauthorized non-employees will be considered trespassers and may be prosecuted as such. In addition, for safety and security reasons, only authorized employees are allowed in restricted areas, which include but are not limited to, vehicle storage and repair areas, employee work areas and assembly areas.

Management reserves the right to designate restricted areas and to determine who has the right to be present on non-public Authority property.

Failure to comply may subject an employee to discipline.