

**SUBJECT: “TAKE OUR DAUGHTERS AND SONS TO WORK DAY”**

Purpose: The purpose of this APM is to establish policies and procedures relating to “Take Our Daughters and Sons to Work Day,” including who may attend, how to register, whether employees are in paid status, etc.

Policy: It is the policy of the City to encourage participation in “Take Our Daughters and Sons to Work Day” with minimal disruption in the provision of services to the public.

Background: “Take Our Daughters and Sons to Work Day” is an annual event which takes place on the fourth Thursday in April. According to the “Take Our Daughters and Sons to Work Day” official website:

Exposing girls and boys to what a parent or mentor in their lives does during the work day is important, but showing them the value of their education, helping them discover the power and possibilities associated with a balanced work and family life, and providing them an opportunity to share how they envision the future and begin steps toward their end goals in a hands-on and interactive environment is key to their achieving success.

As part of this event, the City sponsors a program generally during regular office hours (8:00 a.m. – 4:30 p.m.) with demonstrations and activities from different City departments. Employees and qualifying children are encouraged to attend.

Procedures:

*Eligibility* – Employees with children ages 8-18, or who are legal guardian, family member, or mentor to children ages 8-18 may attend “Take Our Daughters and Sons to Work Day” with the child/children.

*Pay for employees in attendance* – According to the Fair Labor Standards Act, if an activity occurs outside of an employee’s regular work hours, is voluntary, the employee does not do productive work during the activity, and the event is not directly related to the employee’s job, employees do not need to be compensated for attending. As this event is completely voluntary and employees who attend are not engaged in their normal work activity, if attendance occurs outside of an employee’s regularly scheduled work day, the employee will not be paid for attending. Employees who attend this event as part of their regularly scheduled work day will be in paid status during that time.

*Registration* – Employees with qualifying children who wish to attend need to fill out a registration form, found on employeenet. Information regarding registration will be sent to all employees approximately one month prior to the event, including where to access the registration materials. Registration materials shall be turned into Department of Civil Rights by the deadline established on the registration form.

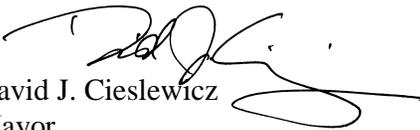
Employees must get permission from their supervisor prior to registering for this event, and the supervisor must sign the registration form approving employee attendance. Departments have the

right to deny attendance to any employee. If the service to the public will be negatively impacted by allowing the employee to attend; would pose a danger to the child, employee, or others; would expose the child to situations inappropriate for children; or employee attendance at the event would result in overtime being paid, permission should be denied. Care should also be taken to protect confidentiality of any information the child may be exposed to while visiting a workplace.

*Liability* – As part of the registration form, employees agree that the City of Madison is not liable for any injury or other harm that may occur as a result of “Take Our Daughters and Sons to Work Day” programming. In addition, the City of Madison does not provide medical insurance for children who participate in “Take Our Daughters and Sons to Work Day” activities.

In order to reduce the City’s exposure to any potential risk, it is the policy that for employees who work in the field, they are expected to have their children participate in the entire day of planned activities. At no time are children to be in the field or in City vehicles, with the exception of transportation to and from the planned activities. Employees who work in an office have the option of bringing their child/children to the office in the afternoon. However, all employees are expected to attend the planned activities in the morning with their child/children.

Any questions regarding the interpretation of this APM shall be directed to the Human Resources Director.

  
David J. Cieslewicz  
Mayor

APM No. 2-43  
April 9, 2010