



UNIVERSITY OF  
**GUAM**  
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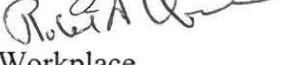
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February 18, 2014

**MEMORANDUM**

**To:** All University Employees  
**From:** Legal Counsel   
**Via:** President   
**Subject:** Children in the Workplace

The issue of children in the workplace during office hours has been brought to the attention of the University Administration and has been the subject of discussion on numerous occasions in recent years at the University's Administrative Council.

Please be advised that Guam law, codified at 4 GCA § 1101, Prohibition: Misuse of Working Time, states in relevant part: "During office hours all government employees shall devote their time strictly to government business." This statement of law applies, but is not limited to, the presence of children in the workplace during office hours. Children, by their very nature, require attention and supervision, which can detract from an employee's attention and time strictly to government business.

Given the wording and intent of the above-referenced law, children should not be present in the workplace during office hours. Employees who regularly bring children to the workplace during office hours are contravening the intent of the law. In those circumstances where an employee's children are present in the workplace during office hours due to emergency and/or unforeseen circumstances, or otherwise, supervisors and managers of the University's units/departments are responsible for managing the situation and/or taking appropriate action within the confines of the law, University policies, rules and regulations.

Thank you for your attention to this matter.

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Should you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).