



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 2210 Date Issued: December 9, 2019
Section: 2000 – Personnel Procedures Date Revised:
Accreditation Standards:

SUBJECT: LACTATION ACCOMMODATIONS

APPROVED: _____
Dennis Kidd, General Manager

- 1.0 This policy is to establish guidelines for promoting a breastfeeding-friendly and inclusive work environment and supporting lactating employees at the Authority. The Authority is committed to establishing a workplace environment which accommodates lactating employees and prohibits discrimination, harassment, and retaliation on the basis of pregnancy, lactation, or related medical condition.
- 2.0 The Authority supports the rights and needs of its employees who choose to breastfeed and express milk in the workplace. The Authority expects employees and management to uphold and maintain a positive and supportive attitude toward employees who choose to express milk within the workplace.
 - 2.1 Discrimination against and harassment of lactating employees in any form is unacceptable and expressly prohibited.
- 3.0 Lactating employees are entitled to reasonable time to express breast milk. When possible, this break time shall run concurrently with the employee’s regularly scheduled rest period and meal breaks, but employees shall be entitled to extra time, if necessary. Employees should work with their supervisor to establish a schedule that meets the needs of both the employee and the Authority.
- 4.0 The Authority shall provide an appropriate, private space for employees to express milk. This private space provided shall have the ability to be locked and shall be shielded from view and free from intrusion from co-workers and/or any other persons. The space shall be equipped with an electrical outlet, provide comfortable seating, and be located within a reasonable proximity to a water supply.

- 4.1 Restroom stalls do not constitute an appropriate location for lactation purposes.
- 4.2 Lactating employees are permitted to store breast milk in refrigerator and freezer provided by the Authority for the storage of food. Breast milk shall be clearly labeled. The Authority shall not be responsible for any lost or stolen containers.
- 5.0 Managers and supervisors shall respond to any request for a lactation accommodation in accordance with the procedures outlined within this policy. Consistent with federal and state law, the Authority expressly prohibits harassment of and/or discrimination against lactating employees because they request accommodation. The Authority also prohibits retaliation against lactating employees for requesting accommodations and time to express breast milk at work.
- 6.0 A manager or supervisor will provide a copy of this policy to employees prior to their maternity leave beginning.
 - 6.1 To request an accommodation for lactating, an employee shall advise their supervisor of the request either verbally or in writing at the earliest opportunity.