

## SECTION 800 – GENERAL ADMINISTRATION

### 828. Nursing Mothers Policy

The City supports breastfeeding and the expression of breastmilk by employees who are breastfeeding their babies when they return to work. Information about breastfeeding support after returning to work will be provided to employees before their maternity leave. It is the City's policy that:

- .1 For up to one year after the child's birth, an employee who is breastfeeding her child will be provided reasonable break times and locations to express breast milk for her baby.
  - .11 Lactation times will be established for each employee based on her work schedule, to be concurrent with any lunch or break time already provided to the extent feasible.
  - .12 If different or additional time is needed for lactation, the employee will use paid vacation or compensatory leave, or with supervisor approval make-up the time during the same day or workweek. If the employee does not have leave available, she may use unpaid personal leave (APL).
  - .13 Employee will be provided a clean, comfortable space to express breastmilk. Departments will provide a private, secure, and sanitary room near the work area, other than a toilet stall, and equipped with seating, reasonable proximity to running water and an electrical outlet. If the area is also used for other purposes, it must be made available to the lactating employee within a reasonable period of when she needs it. The City will make a list of lactating spaces available to employees. If employee prefers, she may use her own private office, or another location agreed upon by the employee and her supervisor.
  - .14 Employees may use their own cooler packs to store expressed breastmilk, or a designated refrigerator if their container is clearly labeled with name and date.
- .2 Employees and management are expected to have a positive, accepting attitude toward working women who are breastfeeding. There shall be no discrimination, harassment or retaliation of breastfeeding employees. This policy will be incorporated into new employee orientation materials and annual HR training for all employees. Please contact Human Resources with any questions or concerns regarding this policy.