



SUBJECT: Pregnancy & Lactation Accommodation	EFFECTIVE: October 2008 REVIEWED: May 2011; August 2019 REVISED: September 2022
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.61	CROSS REFERENCE: AFSCME Contract, MPEA Contract

Purpose

To provide guidelines regarding accommodations and rest periods for employees who are pregnant and those who wish to express breast milk during the workday when separated from a newborn child.

Scope

All employees. Negotiated contract language prevails for represented employees.

Policy

The city will provide reasonable rest periods and other accommodations to employees who are pregnant and those wishing to express breast milk during the workday as needed for their child(ren) aged 18 months or younger.

Pregnancy Accommodation

Pregnant employees are eligible for workplace accommodations as necessary for their condition and prescribed by their healthcare provider. Common accommodations include (but are not limited to) modification of equipment or devices, additional break or rest periods, assistance with manual labor tasks, or temporary modification of work schedules or job assignments.

Lactation Accommodation

For up to 18 months after the child’s birth, any employee who is breastfeeding a child will be provided reasonable break times to express breast milk. Employees who are nursing are entitled to one paid 30-minute rest break for each four hours worked (or major portion thereof) for the extraction of breast milk. If needed, an additional 30-minute unpaid rest break will be made available. If the employee takes unpaid rest breaks, the city will allow the employee to work before or after the normal shift to make up the time used during the unpaid rest breaks so long as it does not incur overtime obligations. The breastfeeding employee and the manager will work together to determine the appropriate schedule arrangements. If the employee chooses not to work or use paid leave to make up the amount of time used or during the unpaid rest periods, the time will be considered unpaid leave.

The city will identify appropriate facilities on site in each building as needed for employees wishing to express breast milk. The employee may also leave work to go where the child(ren) is/are.

Lactation Room

The supervisor will work with HR on a case-by-case basis to identify a location that meets the guidelines for a lactation room. The location may not be a public restroom or toilet stall and must be in the same building in which the employee works, have a locking door, allow for the employee to be concealed from view, and have an electrical outlet. This may be an empty office, the employee's office, conference room, room connected to a public restroom, storage space or any other space if it meets the criteria outlined.

If the employee works in the field, the supervisor and/or the employee will consult with HR to identify a suitable location for expressing breast milk.

Storage

Employees may store breast milk in the refrigerator available for employee use. The employee must supply their own storage containers and clearly label the container when using a shared refrigerator. Alternatively, employees may bring a cooler for milk storage; the city will provide a place to store the cooler.

Responsibilities

Employees:

- Notify the supervisor or HR prior to returning to work that there will be a need to exercise the provisions of this policy.

Supervisors:

- Work with the employee and HR to ensure compliance with this policy regarding location, storage, break time, and other reasonable accommodations.

Human Resources:

- Work with supervisors and employees to determine appropriate lactation rooms as necessary.