

SUBJECT: Guidelines/ Mothers who Breastfeed in Workplace **NUMBER:** 107-01-120

DIVISION: Operations

EFFECTIVE DATE: 03-01-2007

APPROVED:



**POLICY/
PURPOSE:**

To provide guidelines for the Department of Administrative Services (DAS) and for mothers who want to breast-feed their babies or pump breast milk in the workplace.

AUTHORITY:

Office of the Governor, Executive Order No. 99-10

APPLICABILITY:

All State employees, volunteers and visitors to DAS, who need accommodations for breast-feeding an infant.

ATTACHMENTS:

DEFINITIONS:

GUIDELINES:

The Department of Administrative Services recognizes that breast-feeding in the workplace is a normal part of daily life and is an important part of community support for breast-feeding.

- I. An employee may breast-feed her baby in the area described in Section II or in any location of the Department of Administrative Services where the mother and baby are authorized to be.
- II. An accessible private room, with a locking door and either no windows or privacy windows shall be provided to a nursing mother.
- III. An attempt will be made to locate the room in an area where a crying infant or breast-pumping equipment noise will not be disruptive to other employees. The room shall be within 50 linear feet of a sink and have the following items:
 - a. Electrical outlet that is accessible for electric breast pump use
 - b. Comfortable Chair
 - c. Small table
 - d. WastebasketExceptions may be made depending on building configuration.
- IV. Contact the division's personnel coordinator to reserve a private room. The nursing mother shall be allowed a flexible schedule for breastfeeding or providing milk to store for her child. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, appropriate paid or unpaid leave may be used, with prior authorization by her supervisor.
- V. Mothers who will be providing milk for their baby will supply their own containers. All milk stored in the refrigerator will be clearly labeled. For areas without a refrigerator, a secure area will be available to store a personal ice chest or thermos.

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- VI.** Information for mothers who breast-feed will be displayed in the department and in DAS newsletters. Information on this policy will be provided to new employees and to pregnant employees upon notification of their pregnancy.
- VII.** Employees who bring their infant into the office to breastfeed shall store used cloth and disposable diapers in an appropriate container and take them home each day. During work hours, the container shall be placed in an area not used by other staff for office space or meetings.
- VIII.** When needed, each Building Facility Coordinator will identify and provide a dedicated, accessible private room with a locking door for mothers who breast-feed or pump breast-milk. The room shall have the same requirements as listed in number II (a) – (e) on the front page of this policy.

PROCEDURES: How it is actually done – list of steps

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	The Agency	Will publish information in DAS Newsletters
2.	Mother	Responsible to request approval to work a flexible schedule for the purpose of breast-feeding or pumping breast milk for her child. Request may be made by telephone.
3.	Supervisor	Responsible for approving a schedule that is compatible with the employee's request.
4.	Mother	Responsible for using time, not to exceed the normal time allowed for lunch and breaks, to breast-feed or pump breast-milk unless she has approval to use appropriate paid or unpaid leave time. The nursing mother is also responsible for ensuring that the area is clean before leaving; this is important for ensuring the sanitary conditions for future use.
5.	Mother	Will place used cloth and disposable diapers in an appropriate container and take them home each day. During work hours, the container shall be placed in an area that is not used by other staff or for office space or meetings.
6.	Personnel Section	Will provide information on this policy to new employees and to pregnant employees when notified of their pregnancy.
7.	Personnel Section	Will notify the Building Facility Coordinator when they receive a request for family leave involving a pregnancy to allow time for the Building Facility Coordinator to identify a room which meets the requirements of this policy if the building does not have a permanently designated area.