



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part I – Administrative Services



*Subject*

#### **Mother-friendly Workplace**

*Section – Policy Number:*

**D: Personnel Management – 3.14**

*Supersedes:*

**I-D-3.14 (5/00)**

*Effective Date:*

**11/16/06**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

- Governor’s Executive Order EO-99-10, [Accommodation by State Agencies for Employee Breastfeeding](#)
- Department of Human Services, Oregon Public Health Services (DHS-OPHS) *Breastfeeding Promotion*: [Oregon Breastfeeding Promotion Home Page](#)
- Applicable Collective Bargaining Agreements ([AFSCME](#), [SEIU](#))

**Related Procedures:**

- None

**Interpretation:** Employee Services

**Approved:**

Robert S. Jester, Director

#### **I. PURPOSE:**

This policy describes how OYA will comply with Executive Order EO-99-10, *Accommodation by State Agencies for Employee Breastfeeding*.

#### **II. POLICY DEFINITIONS:**

None.

#### **III. POLICY:**

The OYA values its staff and seeks ways in which workplace policy can be adapted in support of its workforce. The OYA recognizes that a growing segment of today’s labor force includes women with infants and children below the age of three. The OYA believes that making the workplace supportive for nursing mothers will reap many benefits including less staff turnover, reduced absenteeism; lower health care costs overall, advantages to the infant children of its staff, and support for staff and their families.

#### IV. GENERAL STANDARDS:

- A. All OYA offices and facilities will provide a private lactation room for staff who are nursing mothers.
1. Staff who work in field or administrative offices may arrange to have their infants brought to the workplace. Infants are not permitted within the secure perimeter of facilities.
  2. Such room will be located in a work area other than a restroom in an area where a crying infant will not be disruptive to other staff and include:
    - a) Access to an electrical outlet.
    - b) Storage space.
    - c) A comfortable chair, wastebasket, small table, foot stool, wall clock, full-length mirror, a baby-changing table, and bulletin board.
    - d) Access to a sink with running water and a towel dispenser with disinfectant solution.
    - e) A sign-up sheet to ensure that those needing the room will have an opportunity to use it.
- B. Staff who are nursing mothers will be provided an area in which to store expressed milk during the workday, either at the staff's workstation or at a central area in the workplace.
- Staff may use lunchroom refrigerators, if such appliances are available on-site at the workplace, or staff will provide storage containers, such as a thermos or small cooler, for workstation storage.
- C. Supervisors/Managers may arrange flexible work schedules for staff who are nursing mothers and who request such arrangements, in compliance with applicable Collective Bargaining Agreements.
1. The time allowed may not exceed the normal time allowed for lunch and breaks. For time above and beyond such breaks, the staff may use accumulated leave time or negotiate a flexible work schedule allowing for an earlier start time or later leave time.
  2. All flexible schedules will be approved in advance and documented in writing.
- D. Supervisors/Managers will ensure that all staff are aware of this policy.
1. Pregnant staff will be informed of this policy as early in their pregnancy as possible.

2. New staff will be informed of this policy as part of New Employee Orientation.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**