



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Expression of Milk and Rest Periods

<i>Section – Policy Number:</i> D: Personnel Management – 3.14		<i>Supersedes:</i> I-D-3.14 (9/11) I-D-3.14 (11/06) I-D-3.14 (5/00)		<i>Effective Date:</i> 01/30/2020	<i>Date of Last Review/Revision:</i> None
Related Standards and References:	<ul style="list-style-type: none"> ▪ OAR 839-020-0051 (Rest Periods for Expression of Milk) ▪ Department of Human Services, Oregon Public Health Services (DHS-OPHS) <i>Breastfeeding</i>: Breastfeeding ▪ Department of Administrative Services, Chief Human Resources Office, Statewide Policy: 60.000.30 Expression of Milk and Unpaid Rest Periods ▪ Applicable Collective Bargaining Agreements 				
Related Procedures:	<ul style="list-style-type: none"> ▪ None 				
Policy Owner: Human Resources Manager			Approved:  _____ Joseph O'Leary, Director		

I. PURPOSE:

This policy delineates how OYA will accommodate lactating staff to express milk or nurse their children.

II. POLICY DEFINITIONS:

Reasonable notice: Sufficient oral or written notice that allows the agency time to prepare to comply with this policy.

Reasonable rest period: An amount of time sufficient to allow an employee to express milk. The frequency and duration will vary depending on the individual.

III. POLICY:

OYA values its staff and seeks ways in which workplace policy can be adapted in support of its workforce. OYA believes that making the workplace supportive of lactating parents will reap many benefits including less staff turnover, reduced absenteeism, lower health care costs overall, advantages to infants, and support for staff and their families.

IV. GENERAL STANDARDS:

- A. All OYA offices and facilities must provide a private lactation room for staff who need to express milk upon returning to work after their child's birth.
1. Staff who work in field or administrative offices may arrange to have their infants brought to the workplace to nurse. Infants are not permitted within the secure perimeter of OYA close-custody facilities.
 2. Staff members must give their supervisors reasonable notice that they intend to express milk or nurse on the worksite.
 3. The room must be in a private location without intrusion by other staff or the public, other than a restroom. The room will include:
 - a) Access to an electrical outlet;
 - b) Storage space;
 - c) A comfortable chair or couch, wastebasket, table or countertop, foot stool, clock, and mirror;
 - d) Access to a sink with running water and a towel dispenser with disinfectant solution; and
 - e) A sign-up sheet to ensure that those needing the room will have an opportunity to use it.

- B. Staff who need to express milk must be provided an area in which to store expressed milk during the workday, either at their workstations or a central area in the workplace.

Staff may use lunchroom refrigerators, if such appliances are available onsite at the workplace, or staff will provide storage containers, such as a thermos or small cooler, for workstation storage.

- C. Supervisors must give lactating staff a reasonable rest period to express milk for, or nurse, a child up to the age of 18 months, in compliance with applicable Collective Bargaining Agreements and DAS statewide policy 60.000.30 Expression of Milk and Unpaid Rest Periods.
1. The rest periods used to express milk or nurse must be treated as paid rest periods for the amount of time OYA is required to provide paid rest periods.
 2. If feasible, staff will take the rest period to express milk or nurse at the same time as the rest periods or meal periods that are otherwise provided to them. If not feasible, staff may express milk or nurse during an unpaid rest period.

3. If staff take unpaid rest periods, the supervisor may allow them to work before or after their normal shifts to make up the amount of time used during the unpaid rest period.
4. If staff do not work to make up the amount of time used during the unpaid rest period, OYA is not required to compensate them for that time. Staff may use, but are not required to use, accrued paid leave or compensatory time.
5. For the purpose of calculating hours for health insurance purposes, unpaid rest periods used by staff to express milk or nurse count as time worked. Staff must use the appropriate leave without pay code for the unpaid portion of the rest periods.

D. Supervisors/managers must notify impacted staff of this policy.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO