



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 (11/06)
I-D-3.14 (5/00)

Effective Date:

09/30/2011

Date of Last Review:

09/30/2015

Related Standards and References:

- [OAR 839-020-0051](#) (Rest Periods for Expression of Milk)
- Department of Human Services, Oregon Public Health Services (DHS-OPHS) *Breastfeeding*: [Breastfeeding](#)
- Department of Administrative Services, Human Resources Division, Statewide Policy: [60.000.30 Expression of Milk and Unpaid Rest Periods](#)
- Applicable Collective Bargaining Agreements

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:

Colette S. Peters, 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: Up to 30 minutes in the middle of each four hour work period or major part of a four-hour work period unless otherwise agreed to by the agency and the staff member.

III. POLICY:

OYA values its staff and seeks ways in which workplace policy can be adapted in support of its workforce. OYA recognizes that a growing segment of today's labor force includes women with infants and children. OYA believes that making the workplace supportive of lactating mothers will reap many benefits including less staff turnover, reduced absenteeism, lower health care costs overall, advantages to staff's infant children, 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 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. The staff member must give her supervisor reasonable notice that she intends to express milk or nurse on the worksite.
 3. Such room will be in a private location without intrusion by other staff or the public, other than a restroom, where a crying infant will not be disruptive to other staff. 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.
 - 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 must give the lactating staff member a reasonable rest period to express milk for or nurse her 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 by the staff member 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, the staff member 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 the staff member. If not feasible, the staff

member may express milk or nurse during an unpaid rest period of up to 30 minutes during each four-hour period.

3. If the staff member takes unpaid rest periods, the supervisor/manager may allow the staff member to work before or after her normal shift to make up the amount of time used during the unpaid rest period.
4. If the staff member does not work to make up the amount of time used during the unpaid rest period, OYA is not required to compensate the staff member for that time. The staff member may use, but is 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 the staff member to express milk or nurse count as time worked. The staff member must use the appropriate leave without pay code for the unpaid portion of the rest periods.

- D. Supervisors/managers must notify pregnant staff of this policy as early in their pregnancies as possible.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO