

Expression of Milk or Breast-feed in the Workplace*

(This applies to a district that employs 10 or more employees)

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to their administrator. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employees' work area, where an employee can breast-feed or express milk in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District Office/Ralston Academy: private office in transportation building
2. Cascades School: small room located in back of the library
3. Green Acres School: Room 35
4. Hamilton Creek School: Principal's office
5. Lacombe School: Room 15
6. Lebanon High School: Room 028
7. Pioneer School: Room 159
8. Seven Oak Middle School: Room 224

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office or each school facility and in the district's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)