
PROCEDURE

HUMAN RESOURCES

SUMMARY

Salem-Keizer Public Schools is committed to accommodating employees and students who need to express breast milk for a child 18 months of age or younger during the work or school day.

DEFINITIONS

Reasonable Efforts

Efforts that do not impose an undue hardship on the operation of an employer's business.

Undue Hardship

Significant difficulty or expense when considered in relation to the size, financial resources, nature or structure of the employer's business.

INSTRUCTION

1. Employees and students who are breastfeeding shall be provided with reasonable rest periods to express milk for the first 18 months of the child's life.
2. Employees will be allowed reasonable periods to express milk each time the employee has a need to do so. Time allowed for expressing milk will coincide with scheduled breaks, where possible. If not possible, the employee is entitled to take unpaid breaks each time they need to express milk.
 - a. Employees whose regular duties involve teaching or supervising students will work cooperatively with their supervisor to develop a schedule that eliminates or reduces the impact on students.
 - b. Employees who need breaks to express milk during work hours must give reasonable verbal or written notice to allow their supervisor time to make the necessary preparations. Failure to give notice is not grounds for discipline.
3. A private area or room will be made available to express breast milk.
 - a. The room may not be a bathroom. Employees may use their classroom or office if it is available and can be made private. Students should coordinate with building administration to identify a suitable location.
 - b. The room should have an electrical outlet and, if possible, a sink for hand washing.
 - c. A chair and table will be made available.
 - d. Areas used by multiple employees or students should have a sign or locking door to ensure privacy.
 - i. A sign should be posted on the door when the room is in use. Example: "Room in use. Please do not enter."
 - e. Employees and students will work cooperatively when scheduling use of the room. Employees may also share a room with a privacy screen or curtain.
4. Breast milk may be stored in a refrigerator, if one is available. (Alternatively, the employee or student can provide a small ice chest for storage.)
 - a. Containers must be clearly marked with the name and date.

- b. If possible, a small separate refrigerator may be provided to store breast milk. Storage is the responsibility of the employee or student. Employee and student use of on-site appliances is at their own risk.
5. The district does not allow breastfeeding a child on-site, nor the departure of an employee from the work site to breastfeed at a separate location.

APPLICABILITY

- This procedure applies to supervisors and employees or students who express breast milk.

ASSOCIATED DOCUMENTS

- HUM-A001 – Expressing Breast Milk

APPROVAL AUTHORITY

- Human Resources

REVISION HISTORY

- 10/02/2008 – Initial procedure developed and approved
- 08/01/2019 – Updated to reflect current legal requirements
- 08/19/2024 – Updated to include students
- 09/16/2024 – Update to reflect current legal requirements
- 02/25/2025 – Updated to accessible template and adherence to Pump Act requirements