



LACTATING EMPLOYEES

It shall be the policy of the Board to support the decision of staff members to breastfeed their infant(s) by providing unpaid breaks for lactating employees to express breast milk for infants on District premises.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and public can be prevented, and one where an employee who is using this area can be shielded from view.

The employee shall notify the supervisor of the intent to express milk during work hours. It shall be the responsibility of the employee to keep the supervisor informed of needs in this regard throughout the period of lactation.

A reasonable amount of time to complete the activity based on an established schedule of frequency the staff member requires. The staff member is responsible for providing a schedule of frequency and for completing the process efficiently. The employee can express milk during regularly scheduled unpaid break periods and/or during regularly scheduled paid break periods outlined in the Employee Handbook "Lunch and Breaks" policy, 4.04.

Additional requests from a covered employee to assist in the process of expressing breast milk under this policy should be addressed to a building administrator. Reasonable efforts will be made to facilitate full access to the benefits of this policy.

Any staff member who has given birth to a child and opts to express breast milk thereafter is entitled to the benefits of this policy.

Any staff member who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to one (1) calendar year from the birth of the child.

No staff member who requires break time to express breastmilk consistent with this policy shall be subjected to retaliation or any form of adverse treatment for doing so.

Any staff member who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy shall report such concerns to the Superintendent. Any such report shall specify the alleged deficiency and desired resolution so that the Superintendent may provide an appropriate resolution, within ten (10) calendar days of the report.

Reference: *Board Policy 3420.05* Lactating Employees
Board Policy 3700 Fair Labor Standards Act (FLSA)