

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Employees

Board Policy No. 4025: LACTATION ACCOMMODATION

- A. The Governing Board prohibits discrimination, harassment, and/or retaliation against any District employee who chooses to express breast milk for her infant child while at work.

- B. All lactating employees have the right to request a lactation accommodation. The employee may request this accommodation by making the request to her direct supervisor. The supervisor shall work with the employee to address arrangements and scheduling. The supervisor and employee shall work together to ensure that the employee's essential job duties are covered during the break and that breaks are scheduled at times that do not seriously disrupt the operations of the District.

- C. The District shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk. The break time shall, if possible, run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid.

- D. The District shall provide the employee with the use of a room or other location for the employee to express milk in private. The room or location shall meet the following requirements:
 - 1. A room or location shall not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk.

 - 2. The room must be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; and contain a place to sit.

 - 3. The employee must have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump.

 - 4. The room or location may include the place where the employee normally works if it otherwise meets the requirements of Paragraph D.

5. A lactation room or location may be temporary due to operational, financial, or space limitations, but shall otherwise meet the requirements of Paragraph D.
 6. Where a multipurpose room is designated for use as a lactation room, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is actually in use for lactation purposes.
- E. The District shall provide lactating employees with access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the District may provide another cooling device suitable for storing milk, such as a cooler.
 - F. Lactation accommodations may be denied only in limited circumstances in accordance with law. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.
 - G. If the District cannot provide a break time or a location that complies with this Policy, the Superintendent or designee shall provide a written response to the employee.
 - H. If an employee believes that the District is not providing her with an adequate break time and/or a place to express milk as required, the employee may file a complaint with the Superintendent which will be processed under the complaint procedure set forth in Board Policy 4003. The employee may also file a complaint with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest to the District.
 - I. The District shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave.