

Adopted: July 2018

Revised: _____

440 SUPPORT OF BREASTFEEDING EMPLOYEES

I. PURPOSE

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Howard Lake-Waverly-Winsted Public Schools (HLWW) provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by HLWW Public Schools.

HLWW Public Schools subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in the employee handbook.

II. DISTRICT RESPONSIBILITIES

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

A Place to Express Milk

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own classroom/office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in designated refrigerators provided in the lactation room or in employee's personal cooler.

Accommodations may include but are limited to...

- a chair
- pillow and blanket
- ottoman

- side-table and lighting
- privacy screen if classroom is utilized
- audio system
- anti-microbial wipes
- sink
- refrigerator
- room signage for privacy

Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

II. Employee Responsibilities

Communication with Supervisors

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the area. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Milk Storage

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using a District provided refrigerator or personal storage coolers.

Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Legal References: Minn. Stat. §181.939 (Nursing Mothers)

Cross References: Minnesota Department of Health (Breastfeeding Information for Employers)