Kirkwood
COMMUNITY COLLEGE

College Procedure: 401.4 – Lactation Accommodations

Policy Reference:	401 – Non-Discrimination in Employment
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	10/01/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Kirkwood Community College supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during the workday. This procedure meets the requirements of Iowa and federal laws pertaining to nursing mothers.

The Procedure

For up to 18 months after a child's birth, employees who are breastfeeding a child will be provided break times to express milk. Break times, not including the lunch break, are allowed twice per day and should not exceed 20 minutes in duration. If an employee requires more than 20 minutes, she must contact Human Resources.

The College has designated rooms in Linn Hall (room 2104) and Cedar Hall (room 226). Sign-up sheets are located in the rooms. Campus Health is available as a backup location. If the employees has their own private office, she may use her office to express milk. Employees who work off-site will be accommodated with a private area as designated by their supervisor.

Employees storing milk in a company refrigerator assume the responsibility for the safety of the milk and the risk of harm for any reason including improper storage, refrigeration and tampering.

Kirkwood
COMMUNITY COLLEGE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/01/2013	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	06/11/2019	Cabinet	Procedure template