
ADMINISTRATIVE DIRECTIVE – 113.019
LACTATION ACCOMMODATIONS

EFFECTIVE DATE: January 7, 2021
AFFECTS: All Personnel

REVISION DATE: March 5, 2025

I. PURPOSE

The purpose of this policy is to provide guidance in accordance with federal and state laws on the responsibility of the department to maintain consistent standards on supporting and accommodating employees who wish to express breast milk in the workplace.

II. POLICY

The department recognizes the importance and benefits of breastfeeding for our employees and their families. As such, department is committed to promoting a family-friendly environment in which reasonable accommodations are made to support the practice of expressing breast milk in the workplace.

III. DEFINITIONS

A. Breastfeeding and Lactation - these terms are used interchangeably and intended to include pumping or expressing milk, as well as nursing directly from the breast.

IV. PROCEDURES

A. Department Responsibilities

1. Provide a reasonable amount of break time for an employee to express breast milk each time the employee has the need to express milk;
2. Provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk; and
3. Not suspend or terminate the employment of, or otherwise discriminate against an employee because the employee has asserted the right to express breast milk.

B. Lactation facilities

1. The department will provide an accessible place, other than a multiple user bathroom, that allows privacy and is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk. The designated space:
 - a. May be the place where the employee normally works if there is adequate privacy (for example, the employee's private office or a lockable conference room or another identified space;
 - b. Should have an electrical outlet, table and chair, lock or signage on door prohibiting entry when in use; and
 - c. Should be within reasonable proximity to the employee's work area.
2. Supervisors should contact an Assistant Director of Police for identification of areas to be utilized for lactation rooms.
3. The department is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed labeled containers, and regardless of the method of storage, take such milk home or dispose appropriately each day.

C. Eligibility

1. Any employee may request a private space and reasonable time away from work to express breast milk.

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D. Lactation Breaks

1. Employees who wish to express breast milk should request lactation support or accommodations from their supervisor. The department will provide reasonable flexibility to all employees who communicate their anticipated accommodations needed, including timing of breaks with their supervisors or Human Resources.
2. The amount of time needed to express breast milk may vary and there is no set limit on the number of breaks provided per day. Breaks must be reasonable and mutually agreed upon with the supervisor. Lactation breaks are not required to be paid breaks.
3. Supervisors are responsible for contacting Human Resources if any issues arise or if they are unable to accommodate an employee's request prior to making a final determination.
4. If a supervisor is not able to provide an employee with the required number or length of breaks, the employee will be moved to another equivalent position or shift to allow appropriate breaks.