

	<i>Administrative Regulation</i>	
	Lactation Breaks & Support	
	Policy#	4.4
	Effective:	08/18/2011
	Revised:	03/20/2025
	Owner:	Human Resources

PURPOSE:

The City of Springfield is committed to fostering a workplace culture that supports employee health, work-life balance, and overall well-being. As part of the LiveWell wellness program, this policy ensures that employees have access to private, comfortable spaces and reasonable break times to support nursing mothers while at work.

SCOPE:

This regulation applies to all employees who are nursing mothers.

POLICY:

The City is committed to fostering a supportive and inclusive workplace that prioritizes employee well-being and work-life balance. In alignment with state and federal law, the City provides reasonable rest periods for lactation in a private and comfortable setting until the child reaches 18 months of age.

Employees are encouraged to communicate their needs to their supervisor through oral or written notice, allowing the City to make thoughtful accommodations that support both the employee’s health and workplace success. The City values the well-being of all employee’s and is dedicated to creating an environment where balancing work and family responsibilities is both supported and respected.

PROCEDURE:

1. Lactation Break Time

- 1.1. Employees may use their paid rest breaks or unpaid meal periods for lactation. If additional time is needed, unpaid rest periods will be provided.
- 1.2. Employees who take unpaid rest periods may make up the time by working before or after their normal shift, using available paid leave, or taking unpaid time off.
- 1.3. Employees may request a temporary adjustment to their job duties if their regular responsibilities do not allow adequate time for lactation.

2. Private Lactation Spaces

- 2.1. The City will provide a private space within close proximity to the employee's work area for lactation.
- 2.2. If a private space is not available nearby, the City will designate an alternate location. Travel time to and from the location will not be included in the break period.

3. Storing Expressed Milk

- 3.1. Employees are responsible for storing expressed milk during the workday. They may use a personal cooler or insulated container, or if available, a shared refrigerator designated for employee personal use.

4. Commitment to Employee Well-Being

- 4.1. The City acknowledges the challenges of returning to work while continuing to nurse. Employees are encouraged to seek support from Human Resources or their department supervisor to help balance work responsibilities with their personal and family needs.

DEFINITIONS:

1. **"Lactation"** is the physiological process of producing and releasing breast milk, including both breastfeeding and expressing milk through pumping or other means.
2. **"Nursing Mother"** is an employee who is breastfeeding or expressing breast milk for their child until the child reaches 18 months of age.
3. **"Reasonable Break Time"** is a period of at least 30 minutes per four-hour work period for lactating, with flexibility based on individual needs.
4. **"Private Lactation Space"** refers to a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where the employee can lactate in private, free from intrusion by other employees or the public. This may include:
 - 4.1. The employee's work area, if it allows for a private lactation.
 - 4.2. A room connected to a public restroom, such as a lounge, provided it ensures privacy.
 - 4.3. An empty or unused office, conference room, or a storage space with a door that closes, covered windows, and signage indicating the room is in use.
5. **"Close Proximity"** is a location within walking distance of the employee's work area that does not significantly reduce break time.

RESOURCES:

Administrative Regulations:

1. [Meal and Rest Breaks](#)

Legal Resources:

1. [BOLI FAQ's](#)
2. [OAR 839-020-0051 Rest Period for Expression of Milk](#)
3. [ORS 653.077 Expressing Milk in the Workplace](#)

Standard Operation Procedures:

1. [Officer Pregnancy Accommodations](#)