

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

Note: Terms in **bold and italics** throughout this policy are defined below.

PURPOSE:

To support employee health and well-being by providing **nursing mothers** with access to **private lactation spaces** and **reasonable break times** for **lactation** while at work, in compliance with applicable state and federal laws. This policy aligns with the City's LiveWell wellness program and commitment to work-life balance.

SCOPE:

This regulation applies to all employees who are nursing mothers and request lactation accommodations.

POLICY:

The City provides reasonable lactation breaks and private, non-bathroom spaces for employees who are nursing, as required by law, until the child is 18 months old. Employees are encouraged to notify their supervisor of their needs so accommodations can be arranged that support both personal and operational requirements. The City is committed to fostering a workplace culture where parenting and professional responsibilities are mutually supported.

PROCEDURE:

1. Lactation Break Time

- 1.1. Employees may use accrued paid leave, unpaid time, or adjust their schedule (with supervisor approval) to make up additional time used for lactation beyond standard break periods.

2. Private Lactation Spaces

- 2.1. The City will provide a private, non-restroom space in **close proximity** to the employee's work area.
- 2.2. If a private space is not available nearby, the City will designate an alternate location. Travel time to and from the lactation space is not counted as part of the break period.

3. Storing Expressed Milk

- 3.1. Employees are responsible for the safe storage of expressed milk during the workday. Acceptable storage options include a personal cooler, insulated container, or a designated shared refrigerator, if available.

4. **Commitment to Employee Well-Being**

- 4.1. The City recognizes the challenges of returning to work while continuing to nurse. Employees are encouraged to consult Human Resources or their supervisor for support in balancing work and family responsibilities.

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 rest period of at least 30 minutes during each four-hour work period for lactation, with flexibility based on individual needs and medical guidance.
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 others, and not located in a bathroom or toilet stall. 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](#)