

Nursing Mother's Policy

Procedure: Nursing Mother's			
POLICY NUMBER	300.45	CUSTODIAN:	Special Projects
APV'D Date:	11/17/2020		
EFFECTIVE DATE:	11/17/2020	REVIEW DATE:	11/2020
REFERENCES: HR Handbook, Fair Labor Standards Act (FLSA)			

Part 1. Policy Background and Purpose.

To provide reasonable break time for an employee to express breast milk and to provide a private place – other than the bathroom- for a woman to pump breast milk or to breastfeed a child during which time no duties may be required to be performed.

Part 2. Definitions.

N/A

Part 3. Responsibility.

Communication with Supervisors

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

Milk Expression Breaks

Breastfeeding employees may have their child brought to the College, if allowable, to breastfeed their child during the employee's normal breaks or mealtimes or an employee may express milk during work hours using their normal breaks and mealtimes.

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 (Niiniishaboo #209) shall be available for employees to breastfeed or express milk. The room will be private, sanitary and have an electrical outlet.