



Policy # HR 6.021, # SS 2.110

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## Supporting Breastfeeding Employees & Students Policy

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Authority: Executive Cabinet

Effective Date: 02/20/2020

Last Revision: Initial

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### **PURPOSE:**

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Fletcher Technical Community College provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

### **POLICY STATEMENT:**

Fletcher Technical Community College subscribes to the following worksite support policy. This policy shall be communicated to all students, current employees, and included in new employee orientation training.

### **POLICY:**

#### **I. College Responsibilities**

Breastfeeding employees and students who choose to continue providing their milk for their infants after returning to work or school shall receive:

##### **A. Milk Expression Breaks**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. 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.

##### **B. A Place to Express Milk**

A private room (not utilized as a restroom) shall be available for employees and students to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in Fletcher refrigerators or in employee's personal cooler.

##### **C. Staff Support**

Human Resources and Supervisors are responsible for alerting pregnant and breastfeeding employees about the company’s worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee’s infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees and students.

## **II. Employee & Student Responsibilities**

### **A. Communication with Supervisors**

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

### **B. Maintenance of Milk Expression Areas**

Breastfeeding employees and students are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees and students are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

### **C. Milk Storage**

Employees and students should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee’s or student’s milk. Each employee and student is responsible for proper storage of her milk using Fletcher refrigerators or personal storage coolers.

### **D. Use of Break Times to Express Milk**

When more than one breastfeeding employee or student needs to use the designated lactation room, they can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

**DISTRIBUTION:** Electronically via College’s email and website

### **APPROVAL:**

Reviewing Council/Entity	Approval Date
College Council	02/17/2020
Executive Cabinet	02/20/2020