



**Angelo State University
Operating Policy and Procedure**

OP 52.61: Break Time for Nursing Mothers

DATE: February 5, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedure for providing break times for nursing mothers.

REVIEW: This OP will be reviewed in September every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by October 15 of the same year.

POLICY/PROCEDURE

1. Policy

Angelo State University recognizes the well documented health advantages of breastfeeding for infants and mothers and seeks to provide a supportive environment to enable nursing mothers to express their breast milk during work hours. As such, this policy will establish the guidelines to be followed with regard to facilitating a nursing mother's need to express breast milk.

2. Applicability

This policy applies to all university employees, including faculty, staff, temporary, and student employees.

Employees are eligible for this benefit up to, but not beyond, one year after the child's birth.

3. University Responsibility

In accordance with federal and state law, Angelo State University will provide the following accommodations for nursing mothers:

- a. A work schedule, including scheduling break and work patterns to provide time for the expression of milk;
- b. The provision of accessible locations allowing privacy;
- c. Access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
- d. Access to hygienic storage alternatives in the workplace for the mother's breast milk.

4. Reasonable Break Time

An employee may use her normal break time and/or meal period for the purpose of expressing milk, or a reasonable amount of time during her regular work shift. When possible, break time for expressing milk should run concurrently with any break time already provided to the employee.

Scheduling will be arranged on a case-by-case basis to accommodate the needs of the employee and the employing department. The employee should work with her direct supervisor and/or department/administrative head to develop a schedule for breaks that ensures the least amount of disruption to the daily operations of the department. Supervisors and department/administrative heads are responsible for ensuring that the duties of the nursing mother are covered during the scheduled expression breaks.

5. Provisions for Private Accommodations

Angelo State University will make reasonable efforts to provide a private room or other location free from intrusion of co-workers and the public for the purpose of nursing or expression of breast milk in accordance with the following conditions:

- a. Any room or location designated for this purpose should be reasonably close to the work area of the employee.
- b. The designated area should not be accessible to the public or other employees while it is in use for nursing or expression purposes.
- c. The designated area must not be a restroom or toilet stall area.
- d. Should the employee have a private office, it may be designated for the purpose of milk expression.
- e. When possible, the designated area should be climate controlled and contain a chair, small table, desk, counter, or other flat surface, an electrical outlet, a door with a lock, and window blinds or coverings.

6. Storage of Breast Milk

Storage of the expressed milk is the responsibility of the employee. An employee may store expressed milk in her own personal ice chest or other insulated container or in a common refrigerator located within her department. However, the university is not responsible for insuring the safekeeping of expressed milk stored in any refrigerator on its premises.

- a. Regardless of the method of storage, all expressed milk must be stored in closed containers.
- b. If the milk is stored in a common departmental refrigerator, the employee must provide an insulated container to avoid contamination from other items stored therein. The container should be labeled with the employee's name.

7. Employee Responsibility

An employee that is seeking an accommodation for nursing under this policy needs to provide reasonable notice of her intent to the direct supervisor as early as possible. It is preferable that at least a four-week notice be given to allow the department time to make accommodations prior to the employee's return to work.

- a. The employee should work with her direct supervisor and/or department/administrative head to develop a schedule for breaks that ensures the least amount of disruption to the daily operations of the department.
- b. The accommodations for breastfeeding will expire one year from the date of birth of the child. The employee is required to provide her supervisor notice when time for nursing or expressing breast milk is no longer required.