

# Workplace Milk Expression for Nursing Mothers

## Purpose:

The City of Laredo supports breastfeeding mothers by accommodating the employee who wishes to express milk during her workday when separated from her newborn child.

## Policy Objective:

It is the policy of the City of Laredo to comply with all state and federal laws as they relate to workplace breastfeeding or breast milk expression. This policy provides a work environment that is supportive of lactating mothers.

## Policy Applies to:

All City Employees, which includes full-time, part-time, seasonal, and temporary; paid and unpaid interns; volunteers; and uniformed employees subject to their respective collective bargaining agreements.

## Duration:

The City will reasonably accommodate the breastfeeding-related needs of employees for a period up to one year from the birth of a child, including access to appropriate facilities, time, and assistance with storage.

## Break Time:

Work schedule and work pattern flexibility will be provided to reasonably accommodate break times for an employee to express breastmilk each time such employee has need to express the milk for up to one year after the child's birth. The Employee Health and Wellness Division under the Human Resources Department may assist the employee in creating a lactation schedule and will advise respective department of nursing mother's breastfeeding-related needs.

## Facility Accommodations:

The City will provide accessible, adequate and private facilities other than a restroom for breast milk expression. Each Lactation Room or designated office space will be free from intrusion, either by the use of a locked door, or restricted entry access devices.

The facility will be equipped with suitable lighting and electricity if necessary for pumping apparatus. The City will provide a Lactation Room or designated office space in or near work locations with a high concentration of employees. In locations with small numbers of eligible employees, the space will be determined on a case-by-case basis in consultation with the employee and department. Lactation rooms or spaces will have access to a nearby sink with running water available to the employee. If the employee prefers, she may also express breastmilk in her own private office.

### Storage:

The City will make every effort to provide suitable facilities such as refrigeration units for milk storage during the employee's daily work period. If a City refrigerator is utilized, the employee's bottles or containers should be clearly labeled with the employee's name. Storage in a City refrigerator is limited to no longer than the end of the workday when it is expressed and any nonconforming products stored longer may be disposed of. As with any personal food item, handling and supervision of the expressed milk is the sole responsibility of the employee. Should employer-provided facilities not be available, the employee may store their expressed milk in their own personal cooler.

### Responsibilities of the Employee:

It is the employee's responsibility to contact the Employee Health and Wellness Division to develop a lactating schedule and to adhere to it. Any lactating schedule changes, must be done through the Employee Health and Wellness Division. A copy of the schedule will be placed in the employee's medical file.

It is the breastfeeding employee's responsibility to keep the designated Lactation Rooms or designated office spaces clean.

It is the responsibility of each breastfeeding employee to notify Employee Health and Wellness of any non-compliance of this policy by their respective departments.

### Responsibilities of Human Resources/Employee Health and Wellness:

The Employee Health and Wellness Division under the Human Resources Department will ensure to disseminate and enforce this policy.

Employee Health and Wellness will explain and provide a copy of this policy to all pregnant women.

The Employee Health and Wellness Division will facilitate assistance to breastfeeding employees with resources to develop a lactation schedule and will serve as the liaison between the breastfeeding employee and her respective department to advise of schedule or any changes.

### Responsibilities of Departments:

All City departments will be required to comply with this policy as it mirrors state and federal laws.

Departments will provide an adequate space suitable for the nursing employee (please refer to facility accommodations section), and will allow reasonable breaks for employees expressing milk (please refer to break time section).