



Policy Name:	Lactation
Effective Date:	July 1, 2021
Last Revision Date:	N/A
Last Review Date:	N/A
Approving Authority:	Board of Regents
Responsible Office:	Human Resources
Category:	Personnel

Purpose

The purpose of this policy is to provide employees of Northwest Missouri State University (the “University”) with information regarding their rights and responsibilities with regard to expressing breast milk during working hours.

Legal Authority

Federal law requires employers to provide reasonable break time for an employee to express breast milk for a nursing child for one year after the child’s birth each time such employee has need to express the milk.

Federal law also requires the employer to provide a place, other than a bathroom, that is shielded from view and free from intrusion, where an employee may express breast milk.

General Policy

Employees are allowed to express milk during work hours using their normal breaks and mealtimes. For time that may be needed beyond the usual break times, employees may make up the time as negotiated with their supervisors with a flexible work schedule or may use personal or vacation leave.

The University will provide a lockable place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The amenities within the lactation room include a comfortable chair, sink, running water, lockable door, proper electrical outlets, adequate lighting, proper ventilation and a refrigerator. The refrigerator is located in the lactation room.

Employees needing to utilize a lactation room will contact the Office of Human Resources (“HR”) to obtain information regarding use of the room. HR will provide a key for entry to the lactation room, as well as “Room in Use” door hanger to prevent intrusion, to those employees needing to utilize the lactation room. HR will work with employees regarding a schedule for the lactation room to meet the needs of each employee.

Custodial staff will be responsible for cleaning and maintaining the space, but employees who use the space are also expected to keep milk expression areas clean after use.

Employees who wish to express milk during their working hours should keep supervisors informed of their needs to leave at other than break times so that appropriate accommodations can be made to satisfy the needs of both the employee and the University.

The University does not provide equipment for breast milk expression.

Employees should label all milk expressed with their name and date collected. Expressed milk can be stored in departmental refrigerators if available. Each employee is responsible for proper storage of their milk using the departmental refrigerator and/or personal storage coolers.

It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.