

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 108.02A
SUBJECT: STANDARDS OF CONDUCT FOR EMPLOYEES	INITIAL EFFECTIVE DATE: 11/08/16
TITLE: LACTATION BREAKS	LAST REVISION DATE: 11/19/18

ADMINISTRATIVE DIRECTIVE

The City of Denton provides a supportive environment to enable breastfeeding employees to breastfeed or express their milk in the workplace.

Employees who wish to breastfeed or express milk in the workplace need to keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the City. The following guidelines will be used:

I. Milk Expression Breaks

A breastfeeding employee shall be allowed to breastfeed or express milk in the workplace using their normal breaks and meal times for up to one year after the child's birth. For time above and beyond normal lunch and breaks, the employee may make up the time as negotiated with their supervisors or use accrued leave time, as appropriate. Before docking any accrued leave time, supervisors should contact the Director of Human Resources or their designee.

II. A Place to Breastfeed or Express Milk

An appropriate room will be provided where nursing women can nurse an infant brought in during lunch or breaks or pump breastmilk to be stored for later use.

The room will:

- Be a private area for breastfeeding or expressing milk (but not a toilet stall or restroom) located in an area where a crying infant, if applicable, will not be disruptive to other employees.
- Have accessible electrical outlets for electric breast pump use and a sink within the building with a clean, safe water source for hand washing and rinsing out breast pump equipment.
- Will contain a comfortable chair with arms for nursing.

If needed, scheduling will occur to ensure that all those needing the room will have the opportunity to use it.

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 and/or the Human Resources Department.

Breastfeeding employees are responsible for keeping breastfeeding and milk expression areas

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clean and sanitary.

III. Milk Storage

Expressed milk can be stored in the employee's personal cooler. Additionally, expressed milk may be stored in a designated refrigerator/freezer. Employees should provide their own spill-proof containers, clearly labeled with name and date. Those using a City-owned refrigerator are responsible for keeping it clean.

IV. Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about this directive, and to direct employees to the Human Resources Department for negotiating processes 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. Supervisors are prohibited from discriminating against employees who have a need to breastfeed or express milk.