

Kingman County
Kansas
Personnel Policy Manual

Policy # 41
Lactation Accommodation Policy

Commission Approved
Date: 8-25-2014

41.00 Under the Fair Labor Standards Act, 29 U.S.C. §207(r), the county is required to provide a reasonable amount of time as frequently as needed for nursing mothers to express breast milk. This is required for up to one year after the child's birth. Kingman County has implemented this portion of the Fair Labor Standards Act through the following provisions:

41.01 REASONABLE AMOUNT OF TIME TO EXPRESS MILK (LACTATION TIME)

Department Heads must provide an employee a reasonable amount of time as frequently as needed to express milk during the workday. The frequency of breaks and their duration may vary.

Non-exempt employees may use their lunch periods, paid break periods or vacation/personal leave for time needed to express milk during the workday. Any additional time needed for this purpose may be negotiated between the employee and her department head.

FLSA-exempt employees may express milk whenever required during the workday.

Nursing mothers may request a flexible work schedule, subject to approval by their Department Head, to address their individual needs, e.g., the meal break may be temporarily modified or the beginning and/or ending of the work day may be temporarily adjusted.

41.02 SPACE AND EQUIPMENT FOR EXPRESSING MILK

A private room (not a restroom) shall be available for employees to express milk. The room will be sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. Lactation rooms (dependent upon availability) will include, but not be limited to: Exam rooms in the Health Dept., the jury room and library at the courthouse, if not in use. If employees have an office that is not shared with other staff, they may use their own office, if they prefer, as a lactation site. Expressed milk can be stored in designated refrigerator or in the employee's personal cooler.

41.03 STAFF SUPPORT

Department Heads are responsible for alerting pregnant and breastfeeding employees of Kingman County to the policies and practices that will help facilitate each employee's infant feeding goals. The process of alerting employees can be accomplished by referring

employees to this policy in their policy handbook and on the county website at www.kingmancoks.com/humanresources.

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

41.04 EMPLOYEE RESPONSIBILITIES

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

41.05 MILK STORAGE

Employees must label all milk expressed with their name and date collected so it is not inadvertently confused with someone else's milk. Employees should remove expressed milk stored in refrigerator by close of business every day.

41.06 MAINTENANCE OF MILK EXPRESSION AREAS

Breastfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial wipes or solution provided by the County to clean areas used for expressing milk. Employees are also responsible for keeping the lactation room generally clean and tidy for the next user. This responsibility extends to both designated milk expression areas and other areas where milk may be expressed.