

Aims Community College Procedure

Employee Services

Workplace Accommodation for Lactating Employees

Aims Community College (the “College”) supports lactating employees by accommodating the employee who chooses to continue expressing milk after their return to work.

Accommodation for Lactating Employees

For up to two years after a child’s birth, any employee who is expressing milk for their child will be provided reasonable break times to express milk. The College will provide appropriate space and resources for this purpose.

A. Appropriate Location

1. A private space will be provided, and reasonable time will be permitted, for lactating employee to express milk during the workday for up to two years following the birth of a child.
2. Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, where an employee can express breast milk in privacy.
3. Aims will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

B. Scheduling

1. Employees must request and arrange appropriate break times with their supervisor. Supervisors will provide reasonable flexibility to accommodate the employee’s request and are encouraged to discuss those accommodations with Human Resources.

Supervisors are required to provide reasonable breaks, as long as the work needs can be efficiently and effectively met.

There are no set standards for breaks since the needs of a lactating employee may vary depending on the time necessary to express milk including, among other things, the time walking to and from the lactation room, retrieving of and setting up a pump or other supplies, washing and cleaning the pump or other supplies and storing milk.

If the requested time has a significant impact to completing work an employee may request additional time utilizing paid leave or flex schedule by arriving at work earlier, or leaving later.

- i. In the event paid time off or unpaid leave is used, the employee will be relieved of all work-related duties.

C. Storage

1. Employees may store expressed breast milk in designated College refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers, and containers left for more than three days, may be disposed of without warning.
2. Alternatively, lactating employees may bring in their own small refrigerator or cooler for the temporary storage of expressed milk.

D. Cleanliness

1. Lactating employees are responsible for using anti-microbial wipes to clean the lactation space for the next user.
2. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

E. Disclaimers

1. Aims reserves the right to decline an unreasonable request that would impose an undue hardship on the operation of the College's business.
2. The College will not demote, terminate or otherwise take adverse action against an employee because the employee requests or uses a reasonable accommodation or break time to which they are entitled under this policy or applicable law.

Any employees who need assistance, who would like to request a reasonable accommodation, or have any questions about this policy should contact Human Resources.

Adopted: College Council, December 12, 2022

Responsible Administrator: Executive Director/CHRO of Employee Services