

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

9.3.8

Lactation Policy

3/8/2016

### Policy Statement

**THE LANGUAGE USED IN THIS DOCUMENT IS NOT INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHT OR ENTITLEMENTS. THE COLLEGE OF CHARLESTON RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

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### Policy Manager and Responsible Department or Office

The Vice President of Human Resources and the Office of Human Resources are responsible for the administration and implementation of this Policy.

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## Policy

### **1.0 Introduction**

The College of Charleston (“the College”) is a family-friendly work and study environment and acknowledges the significant health benefits of breastfeeding for mothers and their infants. The purpose of this policy is to provide nursing mothers who are College employees with a private place and reasonable break time to express breast milk for her nursing child for up to one year after the child’s birth. This policy is in accordance with the Patient Protection and Affordable Care Act (“PPACA”) which amended Section 7 of the Fair Labor Standards Act (“FLSA”).

### **2.0 Request for Time Off to Express Milk**

Nursing employees should provide reasonable notice to their supervisor of the intent to take lactation breaks. Supervisors are encouraged to provide as much schedule flexibility and break time as reasonably possible to accommodate the employee’s needs. Any employee who is breastfeeding her child will be provided reasonable break times to express milk for her newborn up to one year after the child’s birth.

### **3.0 Reasonable Break Times**

- a. Employees must be allowed to take reasonable breaks during the work day to express milk. When possible, breaks should be scheduled during normal break and meal times and/or when workflow allows.
- b. Employees may request to adjust their work schedules for the purposes of lactation.
- c. Employees are encouraged to discuss the frequency and duration of the breaks with their supervisors.
- d. Supervisors must ensure that there are no negative consequences to nursing mothers who need lactation break times.
- e. Employees should contact the next level of supervisor or the Office of Human Resources if their immediate supervisor does not allow reasonable breaks.

### **4.0 Lactation Rooms**

The College has designated lactation rooms on the main campus and at the North campus. Employees may contact the Office of Human Resources at 953-5512 for room locations and access information. The designated lactation rooms are private and shielded from view, locked with a security code or key, contain a chair, table, electrical outlet, refrigerator, and sanitary wipes. Alternate lactation locations must be private, shielded from view, and not located in a restroom or common area. If an employee has a private office, it may be used for this purpose. If the designated lactation room is not accessible, supervisors should consider other options that meet these criteria in an effort to assist lactating employees. If possible, any alternative lactation location should contain a chair, electrical outlet, a small table or other flat surface, and a door with a lock.

### **5.0 Storage of Breast Milk**

The College is not responsible for the integrity or security of breast milk stored in any

refrigerator on campus. Nursing mothers may use the provided campus refrigerators or may bring personal coolers to store breast milk.

**6.0 Sanitation of Lactation Rooms**

After each use, employees using the designated lactation rooms must use care to wipe off all contacted surfaces with the provided sanitation wipes. The College will also ensure that the designated rooms are regularly cleaned as appropriate by custodial staff.

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**Departments/Offices Affected by the Policy**

All departments and offices of the College of Charleston are affected by this policy.

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**Procedures Related to the Policy**

Should procedures be adopted for the implementation of the Policy, those procedures shall be distributed and/or published by the Office of Human Resources.

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**Related Policies, Documents or Forms**

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**POLICY APPROVAL**  
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 9.3.8

President or  
Chairman, Board of Trustees *Alan F. McLaughlin* Date: 3/8/16  
*President*