

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ACN
Draft to Policy Committee: October 12, 2023 Policy Committee 2 <sup>nd</sup> Review: November 9, 2023 School Board First Read: December 6, 2023 School Board Second Read/Adoption: December 20, 2023	Page 1 of 2 Category: Priority

### **Lactation Accommodation**

Oyster River Cooperative School District (ORCSD) recognizes that human milk is the optimal food for growth and development of infants. It is the policy of the District to provide a room or other private location for employees who wish to express human milk at work for up to one year. In addition, the District will provide a reasonable amount of break time to accommodate employees.

No employee will be discriminated against for lactation activities as provided in this policy, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work or school.

#### Notice and Planning

Employees should contact the building principal at least two weeks before the need for accommodations arises. When ordinary accommodations (see below) will create undue hardship to the operations of the building, the District will work with the employee to find other acceptable accommodations. Such other accommodations may include a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the building principal or other administrator should consult with the District Superintendent. Plans should be revisited upon request, or at least every three months, with adjustments made to the accommodations for breaks as needs change.

#### Breaks

A reasonable amount of break time will be provided to employees who want to express human milk. If possible, the break time should coincide with the employee's break time, if not possible employees will be paid during these times.

#### Suitable Private Area

The District will make a reasonable effort to provide employees with a private room or other location. This space must not be a bathroom and should be private and in close proximity to the employee's work area. Ideally,

1. The space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use.
2. Drawing blinds or curtains, covering windows without curtains, or setting up a portable partition.
3. The space should be clean and comfortable, equipped with an electrical outlet, and contain comfortable seating and a table or other flat surface.
4. It should also be located near a sink with running water for hand washing and cleaning of equipment.
5. Employees shall maintain the area and keep it clean for the next user.
6. The area will be cleaned regularly by district staff assigned to that duty.

#### Storage

A hygienic and secure location will be available for employees to store human milk.

#### Notification/Education

This policy shall be printed or summarized in applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

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#### Atmosphere of Acceptance

Lactation should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass an employee or exercise any conduct that creates an intimidating, hostile or offensive working environment. Any incident of harassment of an employee will be addressed in accordance with the District policies and procedures for discrimination and harassment.

#### Cross Reference:

Policy AC – Non-Discrimination, Equal Opportunity  
Policy ACAB – Harassment and Sexual Harassment of School Employees  
Policy GBEB – Staff Conduct with Students Policy JIC – Student Conduct Legal

#### References:

20 U.S.C 1681, et seq Title IX Education Amendments of 1972  
42 U.S.C 2000gg Pregnant Worker Fairness Act (“PWFA”)  
42 U.S.C 218d Pump for Nursing Mothers Act (“PUMP Act”)