



Springfield Public Schools

Human Resources Division

Engaging. Relevant. Personal.
Every Learner – Every Day

LACTATION/ BREASTFEEDING ACCOMMODATION PROCEDURES

APPROVED BY CHRO April 27, 2016

I. PURPOSE

The School District of Springfield R-XII recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The District complies with all federal and state laws and guidelines regarding the provision of break times for nursing mothers. Discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work is prohibited.

II. BREAKS

Employees will be provided reasonable time to express milk while at work for up to 1 year following the child's birth. To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (29 USC 207)

III. LACTATION SPACE

Employees will be provided with a private location to express breast milk, other than a restroom, which is shielded from view and free from intrusion from co-workers, students, and the public. The space should be equipped with an electrical outlet and comfortable seating. The District will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area. For non-office sites, the employee, the supervisor, and Human Resources should enter into a good faith interactive process to identify reasonable accommodations.

IV. STAFF REQUESTS

To request a reasonable accommodation, the employee shall advise her supervisor and/or Human Resources of her request either verbally or in writing in advance of their intent to make use of the accommodations. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time. Employees and/or supervisors may also contact Human Resources for assistance with the accommodation process.

Breastfeeding employees are responsible for keeping milk expression areas clean. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Employees should label all milk expressed with their name and date collected. Each employee is responsible for proper storage of her milk.

When more than one employee needs to use the designated lactation room, sites are encourage to use a sign-in log to negotiate milk expression times that are most convenient or best meet the needs of the employees. Employees and/or supervisors may also contact Human Resources for assistance with the accommodation process.

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she must consult with Human Resources.

V. STUDENT REQUESTS

Students requesting an accommodation to express milk during the school day should contact the school nurse.