

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7190.1

FOR POLICY NUMBER: N/A

ACCOMMODATIONS FOR NURSING MOTHERS

1. PROCEDURE SUMMARY STATEMENT

Northeast Community College recognizes the importance of supporting mothers who wish to breastfeed while they are at work or attending class. The College makes private, accessible, and comfortable lactation rooms available.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Lactation Spaces - Private

- 3.1.1 The College provides designated private lactation rooms at the Norfolk campus as well as the extended campus locations.
- 3.1.2 A student or employee wanting access to the private rooms should contact the Human Resources Office or the Vice President of Student Services Office. Students or employees at extended campus locations may contact the appropriate extended campus representative. The student or employee will be provided access to a key and obtain a privacy door-hanger.
- 3.1.3 Private lactation spaces at the College include an electrical outlet, a sink (in the space or nearby), a comfortable chair, and a table. Lactation room users are responsible for bringing their own equipment and cleaning up after each use.

3.2 Lactation Spaces - Semi-Private

- 3.2.1 There are several spaces at the College that are designated as semi-private lactation rooms.
- 3.2.2 The spaces are located in areas that, through the use of screens and other devices, are semi-private, but do not require a key or any form of permission or entry.
- 3.2.3 Semi-private lactation spaces are equipped with a comfortable chair, a table, and an outlet. Lactation room users are responsible for bringing their own equipment and cleaning up after each use.

- 3.2.4 Employees or students needing access to a refrigerator may contact the Human Resources Office or the Vice President of Student Services Office for milk storage options. Any breast milk stored in the refrigerator must be dated and labeled as breastmilk. Non-conforming and outdated products may be disposed of. Employees or students storing breast milk in the refrigerator assume all responsibility for the safety of the breast milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.
- 3.2.5 Employees or students who need accommodations related to their lactation other than reasonable time and a clean and private place to express milk may request other reasonable accommodations by contacting the Human Resources Office or the Vice President of Student Services Office.

3.3 Time Away from Work - Employees

- 3.3.1 Supervisors will provide reasonable accommodation to support the needs of mothers who breastfeed. For some, expressing breast milk may be a physical necessity. Employees, in consultation with their supervisors, are permitted to flex their daily work schedules for the purposes of lactation. Employees are encouraged to utilize standard breaks and meal periods for the purposes of lactation. Contact the Human Resources Office if additional time or other accommodations are needed.

3.4 Student Accommodations

- 3.4.1 Students will make reasonable efforts to pump between classes or outside of instruction time.
- 3.4.2 Title IX requires medically necessary absences for pregnancy and related conditions be excused. If it is medically necessary for a student to express breast milk during class time, the student must contact the Disability Services Office to request accommodations for a temporary medical condition. The Disability Services Office will require a doctor's note to determine appropriate accommodations. Students receiving an accommodation for lactation will notify their instructors through a Letter of Accommodation provided by Disability Services.
- 3.4.3 Instructors are prohibited from penalizing breastfeeding students for their absence needed to express breast milk at the College.
- 3.4.4 The College prohibits harassment or other discrimination against students based on their lactation, as a condition related to sex. Harassment or discrimination related to breastfeeding and lactation may be referred to the Title IX team for appropriate action.
- 3.4.5 Any member of the College community may report a violation of this procedure to any supervisor, instructor, or Title IX Officer. Supervisors and instructors are responsible for promptly forwarding such reports to the Title IX team.

3.4.6 Students who may need assistance with these accommodations may contact the College's Title IX team, the Disability Services Office, or the Human Resources Office.

4. APPLICABILITY

N/A

ISSUE DATE: 02/27/2019

EFFECTIVE DATE: 02/27/2019

REVISION DATE(S): none

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-5260; AP-7050.0

PROCEDURE KEY WORDS: breastfeed, lactation, support