

CITY OF APPLETON PERSONNEL POLICIES	TITLE: LACTATING EMPLOYEES	
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I. PURPOSE

Based on well documented health advantages of human milk for infants and lactating parents, the City of Appleton would like to promote a culture of lactation support within the workplace.

II. POLICY

The City of Appleton will provide reasonable break time and a sufficient space shielded from view and free from any intrusion from co-workers and the public to enable milk expression during work hours.

III. DISCUSSION

Employees who wish to express milk during the working hours shall keep their supervisor informed of their needs so that appropriate accommodations can be made to satisfy the need of the employee and the department. A Lactation Room has been established on the 6th Floor of City Hall.

Additionally, the Library has a Comfort Room available in the building. In other locations where there are no dedicated lactation rooms, the employee should work with their supervisor and Human Resources to determine appropriate accommodations.

IV. PROCEDURE

A. EMPLOYEE RESPONSIBILITIES

- (1) **Communication to Supervisor:** It is the employee's responsibility to initiate this communication and clearly discuss their needs with their supervisor.
- (2) **Maintenance of Milk Expression Areas:** Lactating employees are responsible for keeping the Lactation Room clean by using the supplied anti-microbial wipes to clean the surfaces they utilize to pump. This will ensure it is clean for the next user.
- (3) **Breastfeeding Equipment:** The employee will be responsible to purchase their own breast pump equipment. Employees covered under the City health insurance should contact the provider to learn about coverage for the breast pump.

- (4) **Milk Storage (Employee's only):** When using the shared fridge in the Lactation Room, the employee should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk.
- (5) **Break time to Express Milk:** Employees shall use the Lactation Room Outlook Calendar found under "Rooms" on the calendar for making an appointment, to schedule milk expression times that are most convenient or best meet their needs.
- (6) **City Hall Card Access:** Employees who wish to use the City Hall Lactation Room shall be responsible to ensure they have the needed card access with appropriate hours. Employees shall contact Human Resources to ensure their identification card will have access to the room at the appropriate times. Human Resources will work with employees on a case-by-case basis if afterhours access is requested.

B. EMPLOYER RESPONSIBILITIES

- (1) **Milk Expression Breaks:** In accordance with the Fair Labor Standards Act (FLSA), the City of Appleton will provide lactating parents reasonable break time each time the employee needs to express milk for up to one year after the birth of a child. If milk expression breaks extend beyond one year, the employee and the employee's supervisor may work together on additional accommodations. Lactation times shall be established for each employee based on their work schedule and if possible, concurrently with any break time already provided. Any time beyond the regular break time is unpaid and should be determined between the employee and the employee's supervisor.
- (2) **Place to Express Milk:** In accordance with the Fair Labor Standards Act (FLSA), the City of Appleton will provide lactating parents with a private room, an electrical outlet, fridge, comfortable seating, appropriate signage to identify occupied and the ability to lock the door, to allow for employees to express milk with privacy. Employees who prefer, may also express milk in their own private office, or in a comfortable location agreed upon in consultation with the employee's supervisor and Human Resources.
- (3) **Notification to Employees:** The City of Appleton shall notify employees of this policy when receiving Family and Medical Leave Paperwork. This policy will also become part of the City of Appleton Employee Policy Manual and be posted on the City of Appleton intranet.
- (4) **Supervisor:** Shall be responsible for reviewing this policy and help facilitate each employee's infant feeding goals within this policy.

C. VISITOR USE

- (1) **Visitors on city business:** Visitors on City business may use the

Lactation Room on the 6th floor of City Hall as needed. Visitors should arrange with the City employee hosting the City business they are attending, to make arrangements to schedule use of the room.

(2) Assisting your visitor:

- a) Ask your visitor what time the Lactation room will be needed.
- b) Reserve the Lactation Room using the Outlook calendar for a time, up to 30 minutes.
- c) Escort your visitor to the Lactation Room.

Reference: Wisconsin State Statute 253.165 and United States Department of Labor, Wage and Hour Division. Section 7(r) of the Fair Labor Standards Act