

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
ACCOMMODATIONS FOR LACTATING MOTHERS**

PURPOSE

The purpose of this policy is to establish a “Mother-Friendly” employee worksite lactation support program within the City of Richardson in accordance with Texas Government Code Chapter 619.003. The program provides a work environment that is supportive of lactating mothers and encourages breastfeeding of their children for up to one year following their birth. The benefits of the program are increased attendance due to less time lost for care of sick children, reduced cost of insurance claims for sick children and mothers, reduced losses of institutional knowledge and turnover as a result of a mother opting not to return to work in order to breastfeed, and increased morale.

SCOPE

This policy applies to all employees, including full-time, part-time, temporary, interns and seasonal employees. This policy is intended to provide guidance for managers and employees of the City of Richardson to support breastfeeding employees. Supervisors are responsible for notifying all employees of this policy, when applicable, and for alerting pregnant and breastfeeding employees about this policy for breastfeeding support.

POLICY

Managers, supervisors, and employees are expected to create and maintain an environment that encourages and supports employees and eliminates barriers for lactating mothers. A supportive, respectful environment includes a workplace that does not tolerate comments or actions that may dissuade lactating mothers from taking the time necessary for milk expression. The City of Richardson specifically prohibits the following:

- Adverse employment actions of any kind as a result of time used for lactation
- Acts of discrimination or retaliation against lactating mothers or those who may become lactating mothers
- Disapproving comments or criticisms of staff who use time for lactation
- Jokes, comments, or ridicule that may result in embarrassment for lactating mothers or other staff

BREAK TIME PERMITTED

Work schedule and work pattern flexibility will be provided to accommodate a reasonable break time for an employee to express breastmilk for her nursing child or to breastfeed each time such employee has need to express the milk or breastfeed, for up to one year after the child's birth.

- Employees who wish to breastfeed or express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the City.
- Employees are encouraged to use the lunch and break periods for lactation and the employee may work with the supervisor to develop a mutually agreed upon break schedule. Break time spent expressing milk is not considered compensable time in accordance with Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) as amended on March 23, 2010.
- The employee may make up time used over and above scheduled break periods by shortening the lunch period, starting the work shift early or leaving later, or through other flexible scheduling options as negotiated with their manager or director. For additional time needed beyond the usual break times, employees may use personal leave or may make up the time during the same work week as negotiated with their supervisors.

PRIVATE SPACE PROVIDED

The City of Richardson will provide private space for lactating mothers to breast feed or express milk, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Where dedicated space is not feasible, the City will provide a mixed-use space for lactating mothers. In cases such as the latter, lactating mothers will have priority over all other uses of the space. In addition, an employee may choose to use her private office or other space, identified in consultation with her manager.

Employees must keep the general lactation area clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur, including private offices. Employees are responsible for proper storage and disposal of milk.

Signed by Dan Johnson on 05/12/2017
Dan Johnson, City Manager

Date