

<b>CITY OF APPLETON PERSONNEL POLICIES</b>	<b>TITLE: NURSING MOTHERS</b>	
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I. PURPOSE

Based on well documented health advantages of breastfeeding for infants and mothers, the City of Appleton would like to promote a culture of breastfeeding support within the workplace.

II. POLICY

The City of Appleton will provide a sufficient space shielded from view and free from any intrusion from co-workers and the public to enable breastfeeding employees to express their milk 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 ~~Staff Lactation~~ Nursing Mothers Room has been established on the 6<sup>th</sup> Floor of City Hall.

Additionally, ~~The~~ Library has a Comfort Room available in the Children's Department located in the Library. In other locations where there are no dedicated ~~lactation~~ Nursing Mothers 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 her needs with her supervisor.
- (2) **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping the Nursing Mothers Room ~~milk expression areas~~ clean ~~as well as the general lactation room,~~ 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 Nursing Mothers 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 ~~Staff Lactation~~ Nursing Mothers 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 Nursing Mothers Room shall be responsible to ensure they have the needed card access with appropriate hours. Contact Human Resources to ensure their identification card will have access to the room at the appropriate times.

## **B. EMPLOYER RESPONSIBILITIES**

- (1) **Milk Expression Breaks:** In accordance with the Fair Labor Standards Act (FLSA), the City of Appleton will provide nursing mothers reasonable break time each time the employee needs to express milk for up to one year after the birth of a child. Lactation times shall be established for each employee based on her 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 nursing mothers 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 breastfeed or express milk with privacy. Employees who prefer, may also breastfeed or 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 Web Page.
- (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 Nursing Mothers Room on the 6<sup>th</sup> 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 Nursing Mothers room will be needed.**

**b) Reserve the Nursing Mothers Room using the Outlook calendar under Rooms/Nursing Mothers room for a time, up to 30 minutes.**

**c) Escort your visitor to the Nursing Mothers Room.**

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