



**OUTAGAMIE COUNTY
HUMAN RESOURCES
410 S. WALNUT STREET
APPLETON, WI 54911**

**PROCEDURE: 307
BREASTFEEDING-FRIENDLY WORKPLACE
ISSUE DATE: 06/26/14
REVISION DATE: 06/26/14**

TITLE: BREASTFEEDING-FRIENDLY WORKPLACE

SCOPE: In recognition of the well documented health advantages of breastfeeding for infants and mothers, Outagamie County provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

EMPLOYEE RESPONSIBILITIES

1.01 Communication with Supervisors

- 1.01.1** Employees who wish to 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 department.
- 1.01.2** It is the employees' responsibility to initiate this communication and to clearly state her needs to her supervisor.

1.02 Maintenance of Milk Expression Areas

- 1.02.1** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the surfaces they utilize to pump.
- 1.02.2** Employees are also responsible for keeping the general lactation room clean for the next user.
- 1.02.3** This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

1.03 Breastfeeding Equipment

- 1.03.1** The employee is responsible to purchase her own breast pump equipment.

1.03.2 A list of breast pump distributors is available upon request from the Human Resources Department.

1.04 Milk Storage

1.04.1 If milk is stored in a common refrigerator, employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk.

1.05 Use of Break Times to Express Milk

1.05.1 Employees shall use the Staff Lactation Room Outlook Calendar to schedule milk expression times that are most convenient or best meet their needs.

1.05.2 A Staff Lactation Room has been established on Level 3 of the Administration Building. All county employees are welcome to schedule time in this room. In other buildings where there is not a dedicated lactation room, the employee must work with their management staff to establish appropriate accommodations. If an employee has comments, concerns, or questions, regarding this issue, they may contact Human Resources.

EMPLOYER RESPONSIBILITIES

2.01 Milk Expression Breaks

2.01.1 In accordance with the Fair Labor Standards Act (FLSA), Outagamie County 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.

2.01.2 Employees who wish to 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 department.

2.01.3 Lactation times shall be established for each employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided.

2.01.4 Lactation time beyond the regular break time is unpaid and will be determined between the employee and the employee's supervisor.

2.02 A Place to Express Milk

2.02.1 In accordance with the Fair Labor Standards Act (FLSA), a private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will:

(a) Be private and sanitary

(b) Be located near a sink with running water for washing hands and rinsing out breast pump parts

- (c) Have an electrical outlet
- (d) Be in close proximity to the employee's work area
- (e) Contain comfortable seating
- (f) Have appropriate signage and/or other security measures will be used to identify the occupied status of the lactation area

2.02.2 If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor.

2.02.3 Employees shall use the Staff Lactation Room Outlook calendar to schedule milk expression times that are most convenient or best meet their needs.

2.03 Staff Support

2.03.1 Using the FMLA information packet, the Human Resources Department will inform pregnant and breastfeeding employees about Outagamie County's breastfeeding-friendly workplace policy.

2.03.2 Supervisors will be responsible for reviewing policies and practices that will help facilitate each employee's infant feeding goals.

2.03.3 It is expected that employees will assist in providing a positive atmosphere of support for breastfeeding employees.

REFERENCES

Reference material for this policy can be found:

- United States Department of Labor, Wage and Hour Division. Section 7(r) of the Fair Labor Standards Act:
http://www.dol.gov/whd/nursingmothers/Sec7rFLSA_btnm.htm
- Wisconsin State Statute 253.165:
<http://docs.legis.wisconsin.gov/statutes/statutes/253/165>
- 10 Steps to Successful Breastfeeding: <http://www.babyfriendlyusa.org/about-us/baby-friendly-hospital-initiative/the-ten-steps>
- The Business Case for Breastfeeding:
<http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/>
- Outagamie County Public Health Division: (920) 832-5100



Director, Human Resources

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Date

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