



## **Administrative Regulations**

### **Office of the Mayor**

**Title:** Lactation Support Policy

**A.R. Number:** 4.3-B **Effective Date:** 03/01/2019 **Page** 1 of 2

#### **I. Purpose**

The City of Richmond recognizes the health benefits of breastfeeding for both parent and child. The purpose of the policy is to encourage a supportive work environment for City employees who are nursing to express milk during working hours.

#### **II. Policy**

This policy complies with employer lactation accommodation requirements in the Fair Labor Standards Act. The City recognizes that a supportive work environment for these employees will greatly benefit their health and welfare, strengthen their families, and therefore, benefit the City and the community.

##### **A. Work Breaks for Lactation:**

For as long as necessary, departments/agencies must allow employees to take reasonable breaks for lactation each time the employee has a need to express milk. Breastfeeding employees are allowed to breast feed or express milk during work hours using their normal breaks and meal time. Employees are entitled to use regular paid breaks, meal periods, and unpaid break time to express milk. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time, as negotiated with their supervisors. After a child's first year, departments/agencies should continue to provide reasonable lactation break times, if requested.

##### **B. Notification:**

An employee who plans to express milk during the workday shall notify the appropriate designated Human Resources staff member of her intention to use time at work to express milk at least one (1) week before she plans to return from maternity leave.

##### **C. A Place to Express Milk:**

A private room (not a toilet stall or a restroom) shall be available for employees to breastfeed or express milk. The room will be private, sanitary, and provide appropriate seating, with toiletries for cleaning hands and have an electrical outlet. If employees prefer, they must also breastfeed or express milk in their own private offices or in other comfortable locations agreed upon in consultation with their supervisor. Expressed milk can be stored in a designated refrigerator that may be provided in the lactation room or other location/in employees' personal cooler.

For those departments/agencies that lack appropriate lactation rooms, the department/agency head or designee shall contact the Director of Public Works or designee to arrange appropriate space in a City-owned or leased facility.

##### **D. Breastfeeding Equipment:**

Employees must provide their own breast pump and equipment for use.



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#### E. Employee Responsibilities:

- **Communication with Supervisors:**

Employees who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the City.

- **Maintenance of Milk Expression Areas:**

Breastfeeding employees are responsible for keeping milk expression areas clean and using anti-microbial wipes provided by the City and kept in the designated space. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- **Milk Storage:**

Employees are responsible for the proper storage of their milk.

- **Use of Break Time to Express Milk:**

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in/near the room to negotiate milk expression times that are most convenient or best meet their needs.

#### III. Communication of Policy at Employee Orientation & Afterwards

The City's lactation support policy shall be communicated to staff by Department of Human Resources staff at new employee orientation. Employees going out on leave for reasons related to their pregnancy shall be provided with a copy of this Administrative Regulation, prior to the time they go out on leave, by the appropriate designated human resources staff member. Employees returning from maternity leave or other leave related to pregnancy shall be reminded of the City's lactation policy.

#### IV. Regulation Update

The Department of Human Resources shall be responsible for modifications to this regulation.

RECOMMEND APPROVAL:

  
CHIEF ADMINISTRATIVE OFFICER

3/1/19

APPROVED:

  
MAYOR

3/11/17