



ADMINISTRATIVE PROCEDURE

SUBJECT: LACTATION ACCOMMODATION	Number <u>I-30</u>	Effective Date: Issued: <u>02/14/2020</u>	Page 1 of 3
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PURPOSE:

To provide guidance regarding the Lactation Accommodation Policy and identify the related rights and responsibilities of District employees. This policy is required under California Senate Bill 142, amending California Labor Code Sections 1030, 1031, and 1033 and adds Section 1034.

POLICY:

Contra Costa Water District provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The District will also make a reasonable effort to provide the employee with the use of a private room or other location proximate to the employee's work area.

PROCEDURE:

Employees requesting an accommodation under this policy must comply with the following requirements:

1. The employee is expected to contact their supervisor or Human Resources & Risk staff to request the location of the designated lactation room and time allowances for lactation purposes under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods.
3. The employee should indicate to their supervisor or Human Resources & Risk staff if they will need designated refrigeration space for the expressed milk.

EMPLOYEE RESPONSIBILITIES

Employees requesting lactation accommodations are responsible for communicating their needs to their supervisor and/or Human Resources & Risk staff so that appropriate accommodations can be made to satisfy the needs of both the employee and the District.

Employees are responsible for keeping the lactation areas clean following each use. Employees are also responsible for labeling all milk expressed with their name and the date

collected to avoid any possible confusion with another employee's milk. Each employee is also responsible for proper storage of their milk using the designated refrigerator/freezer.

If the employee feels their lactation accommodations are inadequate, the employee is expected to promptly contact Human Resources & Risk staff. Staff will work with the employee to find an alternative solution. The employee also has the right to file a complaint with the California Labor Commissioner for violations of this policy.
<https://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>

MANGEMENT RESPONSIBILITIES

Management is responsible for providing a lactation room as defined above, when possible. Management will work with the employee to make the appropriate accommodations, including allowing for reasonable break periods as needed. Management will work with Human Resources & Risk staff to ensure proper administration of this policy.

Management will not discriminate or retaliate against any employee for exercising or attempting to exercise their rights under this policy.

RESPONSIBILITIES:

Eligible Employee	Any employee who is breast feeding following childbirth, who wishes to express breast milk on District facilities, immediately before, during, or immediately after working hours.
Lactation Room	A private room or other location proximate to the employee's work area and free from intrusion while the employee is expressing milk. (This will not be a toilet stall or single occupancy restroom.) This room will be clean and contain a hard surface to place personal items and lactation equipment, contain a place to sit, and have access to electricity or alternative devices needed to operate electric or battery-powered pumping equipment. The use of this room for lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes. A sign will be provided to post when the room is being used in order to ensure privacy. The room will be left open after use so that others will know the room is unoccupied.

Refrigeration Area

If requested by the employee, a section of the District's refrigerators and/or freezers will be designated for breast milk storage.

Breaks

A breastfeeding employee will be provided with a reasonable and flexible break schedule (if needed) for expressing breast milk. Typically, the time will not exceed normal time allowed for lunch breaks and meal periods. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as approved by their supervisor.

APPROVED:



Stephen J. Welch
General Manager