

**808.38 SUBJECT: LACTATION FACILITIES**

:1 OBJECTIVE:

To provide a supportive environment for lactating employees during work hours. This includes a network of City-wide lactation facilities managed by the Wellness Coordinator.

:2 AUTHORITY:

The Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010, which was enacted on March 30, 2010 (these two Acts are collectively referred to as the "PPACA"). The PPACA requires employers to provide designated areas for lactation purposes.

:3 DIRECTION:

The Human Resources Division Manager, who, as an appointed official, serves at the pleasure of, and receives direction from the Chief Administrative Officer.

:4 METHOD OF OPERATION:

**Lactation Breaks**

Employees may use one of the provided lactation facilities during their normal breaks and meal times. Employees should use personal leave or may make up the time as negotiated with their supervisors, for any time needed beyond their normal breaks and meal times. Break time used should not unduly disrupt operations.

**Lactation Facilities**

Private lactation facilities (not a toilet stall or restroom) are available for employees' use. The facilities are private and sanitary, located near a sink with running water and have an electrical outlet.

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

**Locations**

The main lactation facility is located in the Wellness Center in City Hall. It is maintained and managed by the Wellness Coordinator who is responsible for the development of the facility's guidelines. The main lactation facility can be booked by contacting the Wellness Coordinator.

Other lactation facilities are available throughout the City. A current listing can be obtained from the Wellness Coordinator.

**Limitation**

This policy is effective for up to one year after the birth of a child.

**Contact Information**

Wellness Coordinator: 407-246-2185.

**Policy Compliance**

Any employee wanting to use a lactation facility must abide by its guidelines. Failure to observe the guidelines may result in an employee losing access to the lactation facility.

**Retaliation**

Employees will not be retaliated against for exercising their rights under this policy.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Approved City Council meeting August 16, 2010, Item A-2.

:8 EFFECTIVE DATE:

This policy became effective on August 16, 2010.