



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Lactation Room</b>
<i>AP Number:</i>	AP 5.10.01
<i>Adoption Date:</i>	9/20/16
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	9/20/16, 6/27/17, 10/25/17
<i>Revision Date(s):</i>	9/20/16, 6/27/17, 10/25/17
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Policy Title(s) &amp; No(s):</i>	Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment), BP 5.10
<i>Legal Reference:</i>	Section 7(r) of the Fair Labor Standards Act of 1938 (29 U.S.C. § 207)
<i>Cross Reference:</i>	Equal Educational Opportunity, BP 3.05

### **PURPOSE**

Pima Community College has made available designated rooms at each campus and/or site for lactating mothers who are employees and students of the College in accordance with Section 7(r) of the Fair Labor Standards Act, 29 U.S.C. § 207, which mandates an employer shall provide –

- A. A reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk; and
- B. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

Procedures have been developed and put in place to allow lactating mothers to utilize the designated rooms for the sole purpose of expressing milk. Student and

employees can participate and are subject to all procedures and conditions related to this and any associated procedures.

Each campus and/or site will have at least one designated location to serve as a lactation room. Each campus and/or site shall also have at least one designated staff member (aka Lactating Sponsor (LS)) to assist and provide information regarding the lactation room (i.e. reserving the lactation room and obtaining the access card). LS staff members are required to update schedules, resolve scheduling conflicts, secure access control devices assigned to LS, and complete periodic review of room for maintenance and custodial issues.

Requests for access to lactation rooms are reviewed by the Human Resources Department (HR). Access to the lactation room will be limited to a one-year period subject to approval by HR. Facilities Access Control will manage access control devices.

Once access control device has been approved, individuals will reserve/schedule and document access to rooms on established calendars. Reservations are limited to thirty-minute periods. Back to back reservations are not allowed. Students and community members may reserve rooms by contacting a LS. Long-term use by student or community member may require additional approval by HR.

HR will periodically review schedules and access reports for inconsistencies and non-compliance with policy and/or procedures.

Failure to comply with policy and associated procedures may result in removal of use privileges.

The Process for Accessing the Lactation Room and a list of designated Campus and/or site Contacts can be found on the Intranet > Employee Relations > Resources for All Staff. Students can access the same information through My Pima.