CITY OF SAN ANTONIO

Administrative Directive	**4.15 Workplace Milk Expression for Breastfeeding Employees**
Procedural Guidelines	Policy and procedures applicable to providing a location and time for expression of milk for breastfeeding mothers
Department/Division	Human Resources, Employee Wellness Program
Effective Date	May 1, 2011
Project Manager	HR Administrator, Employee Wellness Program

Purpose

The City of San Antonio recognizes a mother's responsibility to both her job and her child and acknowledges a woman's choice to breastfeed benefits the family, the City, and society.

Policy

It is the policy of the City of San Antonio to comply with all state and federal laws as they relate to workplace breastfeeding or breast milk expression.

Policy Applies To

☒ External & Internal Applicants	☒ Current Temporary Employees
☒ Current Full-Time Employees	☒ Current Volunteers
☒ Current Part-Time Employees	☒ Current Grant-Funded Employees
☒ Current Paid and Unpaid Interns	☒ Police and Fire Academy Trainees
☒ Uniformed Employees Under Collective Bargaining Agreements	

Definitions

Breast Pump Collection Kit:	A breast pump collection kit includes tubing, breast flanges, and collection bottles.
Hospital Grade Breast Pump:	An electrical breast pump that is designed and approved by the FDA to be safe for multiple users. Hospital Grade Breast Pumps are reusable; no bodily fluids come in contact with the pump so they can be used by multiple people.
Lactation Room:	A room provided by the City that is specifically designated for the expression of breast milk and is only authorized for this use.

Policy Guidelines

Duration:
The City will accommodate the breastfeeding-related needs of employees for a period up to one year from the birth of a child, including access to appropriate facilities, time, and assistance with equipment and storage.

Facility Accommodations:
The City will provide accessible, adequate and private facilities other than a restroom for breast milk expression. Each Lactation Room or designated office space will be free from intrusion, either by the use of a locked door, or restricted entry access devices.

The facility will be equipped with suitable lighting and electricity if necessary for pumping apparatus. The City will provide a Lactation Room or designated office space either in or near work locations with a high concentration of employees. In locations with small numbers of eligible employees, the space will be determined on a case-by-case basis in consultation with the employee and department. Lactation rooms will have access to a nearby sink with running water available to the employee.

Break Time:
Normally scheduled break times and lunch period for non-exempt employees will be primarily utilized for milk expression, with additional unpaid time utilizing leave time or time to be made up by the employee as mutually agreed upon by the breastfeeding employee and the supervisor. Employee must be completely relieved from duty during unpaid time. Break times can be combined and redistributed if needed and as agreed upon by the employee and her supervisor. The City will refer to the guidelines set by the Department of Labor to develop employee break time guidelines.

Equipment:
The City will provide up to fifteen (15) hospital grade breast pumps (as available) that can be borrowed and utilized in the City Lactation Rooms or designated office spaces, while the employee will be responsible for providing their own breast pump collection kit. Arrangements for access to the equipment can be made by the employee through the Employee Wellness Program in Human Resources.

Storage:
The City will make every effort to provide suitable facilities such as refrigeration units for milk storage during the employee's daily work period. If a City refrigerator is utilized, the employee's bottles or containers should be clearly labeled with the employee's name. Storage in a City refrigerator is limited to no longer than the end of the business day when it is expressed. Should employer-provided facilities not be available, an employee may store milk in her own personal cooler.

Roles & Responsibilities	
Employees:	It is the employee's responsibility to contact the Employee Wellness Program to arrange for the development of a lactation schedule. A copy of this schedule must be presented to the employee's department and followed as closely as possible by the employee. A copy of the schedule will be kept in the employee's file. It is the employee's responsibility to develop their own lactation schedule, and to contact any resources to assist them in the development of the schedule. It is the responsibility of the breastfeeding employee to make the employee's supervisor aware of the initial lactation schedule prior to or immediately upon returning to work and inform the supervisor if there are changes to the employee's lactation schedule throughout the one year time period. It is the breastfeeding employee's responsibility to contact the Employee Wellness Program staff to arrange for the use of the breast pump if needed or for access to City Lactation Rooms. It is the breastfeeding employee's responsibility to keep the designated Lactation Rooms or designated spaces clean.
Human Resources:	The Human Resources Department will post this policy in the Employees Wellness Program page of the Human Resources website. The Human Resources Department will provide consultation and interpretation of this administrative directive. The Human Resources Department will administer the breast pump loan program. The Human Resources Department will administer a breast pump kit purchase program, as available. The Human Resources Department will facilitate assistance to breastfeeding employees with resources to develop a lactation schedule. The Human Resources Department will maintain a list of all designated City Lactation Rooms.

Departments:	The Department must allow the employee to follow the lactation schedule provided by the employee and acknowledged by the employee's supervisor. The Department must provide a clean, private location that is in accordance with all relevant Federal and State laws, as well as this Administrative Directive. The Department will assign a site contact/liaison to monitor any Lactation Rooms in their department. Departments will assist their mobile employees in finding the most convenient City location for lactation purposes. Departments will ensure confidentiality on a need-to-know basis of all information disclosed by the employee and the Human Resources Department with regards to an employee's breastfeeding or milk expression situation.

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department.