

## **General Personnel**

### **Administrative Procedure – Workplace Accommodations for Nursing Mothers**

The Cooperative accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable unpaid breaks each day to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time must, if possible, run concurrently with any break time already provided to the employee.

Each Building Principal/Program Supervisor or Executive Director shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private space must: (1) be in close proximity to the work area and be other than a bathroom, and (2) be free from intrusion from coworkers and the public, and (3) included an electrical outlet for the use of an electric breast pump.

Principals/Program Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, Principals/Program Supervisors will insure that employees are aware of these workplace accommodations prior to maternity leave.

ADOPTED: March 22, 2016