
Procedure Title: Mother Friendly Workplace
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Board Policy Reference: IV.B

Accountable Administrator: Director Human Resources
Position responsible for updating: Director Human Resources
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Purpose/Principle/Definitions

The College recognizes that a normal and important role for mothers is to have the option and ability to express milk or breast feed in the workplace. Employees must give notice of intent to express milk or breast-feed to the Director, Human Resources. Unless otherwise agreed upon by the College and the employee, the College shall provide the employee a 30-minute rest period to express milk or breast feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the college.

The College will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employees work area, the College may not include the time taken to travel to and from the location as part of the break period.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The college must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

The list of designated locations is available upon request in the Center Director's office at each Center and the Human Resources office on the Pendleton campus.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

Legal Reference(s): [ORS 243.650](#) [ORS 341.290](#) [ORS 653.077](#) [ORS 653.256](#)
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