

COUNTY OF VENTURA	ADMINISTRATIVE POLICY MANUAL		HUMAN RESOURCES DIVISION CHAPTER VIII (A) Employment and Recruitment
Originating Agency	Last Issued	Revised	<u>Policy No. Chapter VIII (A) - 20</u>
Policy: CEO-HR	N/A	2012 NEW	Lactation Accommodation Policy
Procedure: CEO-HR	N/A	2012 NEW	
Forms (if any): N/A	N/A	N/A	
Policy Change Requires:	<input type="checkbox"/> CEO Consultation with Board of Supervisors <input checked="" type="checkbox"/> CEO Approval		
Procedure/Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval		

POLICY

Ventura County recognizes the many health, environmental, economic and social benefits that result from breastfeeding babies during the first 12 months of life. It is the policy of Ventura County to strongly support breastfeeding as a high priority for healthier babies by reasonably accommodating the lactation needs of employees on the job by providing adequate facilities for breastfeeding, and/or the expressing of milk for their children.

GUIDELINES:

Contact the Work/Life Program in the CEO/Human Resources Benefits Division for further assistance with the following guidelines:

Facilities:

- Employees who are nursing mothers will have access to an appropriate place to express their breast milk while on the job . At a minimum, a private, secure place, shielded from view and free from any intrusion from co-workers and the public, with access to electricity will be provided for the employee's use. If a shared space is selected, it must be available when needed and it must be functional as a space for expressing breast milk. A bathroom, even if private, is not a permissible location.
- A dedicated lactation room is available in the Hall of Administration at the Government Center in Ventura. Many other County sites have designated space for use by nursing employees, but they are not dedicated spaces.

Scheduling:

- Nursing employees who frequently travel to other County sites or who are 'out in the field' due to their job responsibilities should work closely with their supervisor to determine several alternative locations that they can pump breast milk while away from their home office location.

- Employees who are nursing mothers will be given a reasonable amount of break time to express milk as frequently as needed. Time in excess of standard breaks is considered unpaid break time. If possible, the break time to pump breast milk should run concurrently with any break time already provided to the employee. It is recognized by the County as an employer that regular break times may not be sufficient in accommodating the nursing mother, especially if the designated lactation space is not in close proximity to her work space.

Compliance:

- The Work/Life Program and HR will assist employees with making arrangements at their worksite for an appropriate lactation space and for reasonable break times for expressing breast milk.
- Managers and supervisors shall respond to any request for lactation accommodation in a manner consistent with the procedures outlined in this policy.
- It is prohibited under this policy to discriminate or harass a lactating employee or exercise any conduct that creates an intimidating, hostile or offensive work environment.

F:\cao\HR\AGENCY\KS-SM\Lactation Policy.docx