



Policy Number 3.3.24

Chapter: Administration

Title: Accommodations for Nursing Parents

Division/Department: Administration/Human Resources

Policy Administrator: Director of Human Resources

Adoption Date: 10/23/2024

Revision Dates:

1. PURPOSE

The Auraria Higher Education Center (AHEC) recognizes the importance and benefits of breastfeeding for parents and their infants, and in promoting a family-friendly work environment. State and federal laws require that all employers provide for the needs of employees who are nursing their infants. This includes providing break time and private lactation facilities. The purpose of this policy is to support the health of working parents at Auraria Higher Education Center (AHEC) and their children by providing private lactation areas where breastfeeding or milk expression may be done in sanitary and comfortable settings, and to authorize reasonable flexibility in scheduling break times to allow for breastfeeding during the workday.

2. DEFINITIONS

- 2.1. Lactation Area: A room in reasonably close proximity to the nursing parent's work area, other than a toilet stall, where an employee can express breast milk in privacy. Lactation Areas may be temporary or permanent.

3. POLICY

- 3.1. AHEC, and its department heads, supervisors and administrators, shall make reasonable efforts to provide Lactation Areas in close proximity to a nursing parent's work area, where a nursing parent can express breast milk in privacy. Lactation areas may be designated on a temporary or permanent basis, depending on the location and needs assessment. Lactation Areas should meet the following requirements:
 - 3.1.1. Whenever feasible, the Lactation Area should consist of a private room. If a private room cannot be made available, a private area must be enclosed within a room using dividers that block the view from outside the area.

- 3.1.2. If the Lactation Area does not have a lockable door, a sign should be placed on the door or divider indicating it is in private use.
 - 3.1.3. The Lactation Area should contain or be in close proximity to a women's or all-gender restroom equipped with soap and paper towels. However, the Lactation Area shall not be a toilet stall within a restroom.
 - 3.1.4. Where feasible, the location should contain or be near a refrigerator to keep breast milk from spoiling.
 - 3.1.5. An electrical outlet must be provided for employees who use an electric breast pump to express milk.
 - 3.1.6. The area should be equipped with a comfortable chair, suitable for use when nursing or expressing milk.
 - 3.1.7. The area should be equipped with a counter or table suitable for using supplies.
 - 3.1.8. The area must be reasonably accessible to disabled employees who are nursing parents.
 - 3.2. Reasonable break times must be afforded to nursing parents for purposes of breastfeeding or expressing milk for up to two years after a child's birth. A flexible schedule should be arranged with the nursing parent. The time allowed should include three 20-minute breaks per day, which includes the two paid 15-minute breaks established in the [COWINS Partnership Agreement](#), but does not include the unpaid, 30-minute lunch break. Supervisors should take into account the proximity of a Lactation Area, available means of travel to and from that location, and any other factors affecting the times of day and amount of time required to reasonably support the employee's request.
 - 3.3. The employee's department head, once informed of the accommodation request, must take reasonable steps to identify the necessary accommodations. If a permanent lactation area has not been established within a reasonable proximity to the workplace, the department head should contact Facilities Management to request assistance in establishing a temporary lactation area.
 - 3.4. An employee who anticipates the need to have lactation facilities and break times provided for breastfeeding should inform the appropriate supervisor as early as possible of the upcoming need for accommodations. At least three weeks' notice should be given when possible. The employee must request only the amount of break time that is reasonably necessary for nursing, and must recognize that a suitable lactation area may be some distance away from their individual workplace.

- 3.5. It is the employee's responsibility to provide containers for storing breast milk and any necessary equipment. If the lactation area does not have a refrigerator, the employee should supply their own ice chest or insulated container and should remove it from the area after each use. The employee must also clean up after each use and remove personal items from the area. If the lactation area is equipped with a refrigerator where the employee stores breast milk, the container should be clearly marked with the employee's name, stored in a sanitary manner, and disposed of properly when no longer needed. Employees who are nursing are expected to cooperate with their supervisors and give due consideration to the needs of the department and co-workers when working out arrangements for nursing breaks.
- 3.6. Any disagreement between the nursing parent and their supervisor should be discussed with the department head. Failing resolution at that level, the Division Chief should be consulted and the Equal Opportunity Officer in Human Resources should be contacted for assistance.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: 10/23/2024

Approved by: */s/ Kate Barton*
Chairperson of the Auraria Board