



# GLENN COUNTY PERSONNEL DEPARTMENT

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## Glenn County Lactation in the Workplace Policy

**Overview:** It is the policy of Glenn County to strongly support and encourage the practice of breastfeeding by striving to accommodate the needs of employees, and by ensuring that employees are provided with adequate facilities for breastfeeding, and/or the expressing of milk for their children.

**Applicable to:** An employee desiring to express milk for the employee's infant child.

**Purpose:** The purpose of this policy is to comply with state laws regarding breastfeeding and expressing milk for the nourishment of children.

**Lactation Accommodation:** Employees shall be allowed a flexible schedule for pumping breast milk. The time allowed may exceed a normal lunch or break period. Any time in excess of a normal lunch or break period will not be paid as regular work time.

Employees shall be provided the use of a clean, comfortable space for lactation. If a designated Lactation Area is not available, vacant offices or conference rooms are possible options. A restroom is not acceptable. The Lactation Area should be secure, equipped with an electrical outlet, be in close proximity to the employee's work area, and contain comfortable seating with a table or other flat surface to hold a breast pump. Ideally, the Lactation Area should be near a sink with hot water and soap for hand washing and cleaning of equipment and access to a refrigerator for storage of expressed breast milk.

The Personnel Department will work with the employee and Supervisor or Department Head to ensure reasonable accommodations are made.