

Policy for Supporting Breastfeeding/Chestfeeding Employees: Westhampton Free Library

In recognition of the well-documented health advantages of breastfeeding/chestfeeding for infants and the birthing parent, Westhampton Free Library provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by Family Place of the Westhampton Free Library.

Westhampton Free Library subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Company Responsibilities

Breastfeeding/Chestfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks**

Breastfeeding/Chestfeeding employees are allowed to breastfeed/chestfeed or express milk during work hours. They may use their normal, paid breaks and meal times as well as other unpaid time. Employees have the right to request an unpaid break (at least twenty minutes) to express milk every three hours, however the number of breaks might vary based on the individual. The employee is not required to make up this unpaid break time. However, the employee is permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast/chest milk. This time will be provided up to 3 years following the birth of the employee's child.

This same right also extends to our employees who work remotely.

- **A Place to Express Milk**

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed/chestfeed or express milk. The room will be private (shielded from view and free from intrusion) and sanitary, be close to the employee's workstation, is well light such as provides good natural or artificial light, be located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet, chair, and desk or other flat surface. If employees prefer, they may also breastfeed/chestfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in general use refrigerators designated for staff or small refrigerators designated only for human milk.

- **Pumping Equipment**

Employees will be providing their own breast pumps.

- **Education**

Prenatal and postpartum lactation classes and informational materials are available for all parents, as well as their partners. Employees will be informed of their rights to express breastmilk under the federal and state and labor laws.

- **Staff Support**

Supervisors are responsible for alerting pregnant and breastfeeding/chestfeeding employees about the company's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding/chestfeeding employees. Westhampton Free Library cannot discriminate or retaliate against employees for choosing to express breast milk in the workplace.

Employee Responsibilities

- **Communication with Supervisors**

Employees who wish to express milk during the work period shall keep supervisors informed of their needs, and should provide reasonable notice for their request so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

- Employees wishing to request a room or other location to express breast/chest milk in the workplace should do so by submitting a written request to their direct supervisor or Human Resources/Director.
- Human Resources/Director must respond to this request for a room or other location to express breast/chest milk in writing within five business days. Human Resources/Director must notify all employees in writing through email or printed memo when a room or other location has been designated for breast/chest milk expression.

- **Maintenance of Milk Expression Areas**

Breastfeeding/chestfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation area clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- **Milk Storage**

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of their milk using refrigerators provided by Westhampton Free Library.

- **Use of Break Times to Express Milk**

When more than one breastfeeding/chestfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Approved by the Board of Trustees March 2024