

Mother Friendly Expression of Milk [or Breast-feed] in the Workplace *

(This applies to a district that employs 25¹⁰ or more employees)

~~The district 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. ¹When possible an E~~ Employees must give reasonable notice of the intent to express milk [or breast-feed] to ² [see ² below.]. ~~Unless otherwise agreed upon by the district and the employee, the district 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. The district shall provide the employee a reasonable rest period to express milk [or breast-feed] each time the employee has a need to express milk [or breast-feed]. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.~~

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~~The following locations have been identified in each facility for milk expression [or breast-feeding]:~~

- ~~District office: [location, e.g., a private office in the district office building];~~
- ~~River Mill Elementary⁴: Upstairs teacher workroom with door locked [location, e.g., classrooms with windows covered and door locked;] [staff room located [include location]]; Clackamas River Elementary; Conference Room with Window covered and door locked;~~
- ~~Estacada Middle School⁵: Conference Room with door locked [location, e.g., classrooms with the windows covered and door locked;] [staff room located [include location]];~~

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² ~~List the name of the position of the person to whom an employee must give notice.~~ Human Resources

³ ~~The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).~~

⁴ ~~Must list all elementary schools if more than one within the district.~~

⁵ ~~Must list all middle schools if more than one within the district.~~

4. Estacada High School^[6]: Nurses office with door locked~~[location, e.g., the locking file room in the main office];~~
5. ~~[Bus barn: A private office in the bus barn building. [location, e.g., a private office in the transportation building];]~~
6. ~~[Maintenance: [location, e.g., a private office];]~~
7. ~~[List other facility locations and designated locations, e.g., room or office, if any.]~~

{**An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district 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.}

{**This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.}

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

END OF POLICY

Legal Reference(s):

⁶ [Must list all high schools if more than one within the district.]

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)