

# Morrow County School District

Code: GBDA  
1<sup>st</sup> Reading: 5/13/19

## **Mother Friendly Workplace \***

**(This applies to a district that employs 25 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. Employees must give notice of intent to express milk or breast-feed to their building administrator or executive director of human resources. 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. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.**

**The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.**

**<sup>1</sup>The following locations have been identified in each facility for milk expression or breast-feeding:**

- District Office / Morrow Education Center: Room 6;**
- Elementary Schools: Sam Boardman Elementary – Room 11; Windy River Elementary – Library Conference Room Office; Heppner Elementary/DO South – Office Room B; AC Houghton Elementary – Counselor's Office & Health Room; Irrigon Elementary – Counselor's Office & Health Room;**
- Jr/Sr High Schools: Riverside Jr/Sr High School – Rooms 115 & 203; Heppner Jr/Sr High School – Office-Staff Room B; Irrigon Jr/Sr High School – Room 60;**

**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**

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<sup>1</sup> [The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).]

**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**

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**Legal Reference(s):**

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

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