OSBA Model Sample Policy

Code:

GBDA

Adopted:

Mother Friendly Expression of Milk for 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. [¹][**When possible an Eemployees must give reasonable notice of the intent to express milk [or breast-feed] to [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.]

**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 for 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.

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

1. District office: flocation, e.g., a private office in the district office building? Conference room. Garibaldi Grade School: Office Next to counselor.

2. Name of elementary school [4]: [location, e.g., classrooms with windows covered and door locked;] e [staff room located [include location]];
Nehalem Elementary School: Conference room.

3. Name of middle school[5]: [location, e.g., classrooms with the windows covered and door locked;] [staff room located [include location]]; Neah-Kah-Nie Middle School: Nurses Station

4. Name of high school[6]: [location, e.g., the locking file room in the main office]; Neah-Kah-Nie High School: Office next to attendance Secretary

¹ [**The designated bracketed language identified in this model policy is a requirement of law, but language is not required to be in policy.]

² [List the name of the position of the person to whom an employee must give notice.] The building Principal

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.]

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

- 5. [Bus barn: [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):

ORS 243.650 ORS 653.077 ORS 653.256 OAR 839-020-0051