

Ashland School District 5

Code: **GBDA**
Adopted: **date**

Expression of Milk or Breastfeeding in the Workplace *

**When possible, an employee must give reasonable notice of the intent to express milk or breast-feed to their building administrator. **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 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.

The following locations have been identified in each facility for milk expression or breastfeeding:

1. District office: Private office with door
2. Schools:
 - a. Bellview: Science room
 - b. Walker: Library workroom
 - c. Helman: Small west office
 - d. Willow Wind: Upstairs meeting room in the main office building
 - e. TRAILS: Designated office in the Specialist Room
 - f. AMS: Front office Room 100
 - g. AHS: 1) Office space in the library building hallway; 2) An office in the main office; 3) Nursing room in the humanities building
3. Bus barn: Main office in bus barn
4. Maintenance/ Food Services: Office behind the maintenance shop

**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 breastfeeding 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](#)