



Policy Title:	Lactation Accommodations
Policy #:	06-001-0170
Effective Date:	04/2/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Kimberly Prowse, Contract Administrator
Applies to:	SCCCMH Staff

Purpose: To comply with the Providing Urgent Maternal Protections for Nursing Mothers Act, which amended the Fair Labor Standards Act.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to provide reasonable accommodations, in a safe environment, to help nursing employees meet their infant feeding goals while at work.

II. Standards

- A.** All buildings with SCCCMMH employees will have private space for employees to express milk. The space can be a designated room for lactation. If this is not practical or possible, a vacant office, meeting room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the space to express milk.
- B.** Breastfeeding employees can reasonably expect a space that will:
 - 1. Not be a toilet stall or in a restroom, even if it's a private restroom.
 - 2. Ensure privacy from coworkers and the public.
 - 3. Have a door equipped with a functional lock when possible. If this is not possible, the space will have a sign advising that the space is in use and shall not be accessed by other employees or the public.
 - 4. If multiple users share the space at the same time, provide a mechanism to ensure privacy between them.

5. Contains, at a minimum, a chair, an electrical outlet, and a table or other flat surface for each nursing employee.
 6. Other, non-required accommodations may include a sink for washing hands and rinsing out breast pump parts, a refrigerator, anti-microbial wipes, a clock, etc.
- C.** Employees are responsible for proper storage of their milk. SCCCMH is not required to provide refrigeration accommodations; however, should there be a shared refrigerator available, the employee must label all expressed milk containers with their name and date, so it is not inadvertently confused with another employee's milk.
- D.** SCCCMH will not provide breast pumps.
- E.** Breastfeeding employees will receive reasonable break times to express milk as frequently as needed by the employee. It is expected that, when needed, staff will use their designated paid break times in the AM and PM as well as their scheduled lunch break in order to pump. Should the employee need additional, reasonable time, the employee will work with their supervisor to create a schedule to accommodate current needs. If there is an unforeseen need outside of an established schedule, it is the responsibility of the employee to inform their supervisor they will be away from their workstation, if applicable, to ensure coverage for their department. It should be noted that, SCCCMH is not required to pay the employee for additional break accommodations and additional breaks shall not be recorded as time worked. These scheduling accommodations may continue for up to 12-months post birth of child.
- F.** Employees with infants 12-months and older will work with their supervisor to establish an approved pumping schedule if pumping needs fall outside of normally scheduled breaks.
- G.** Supervisors must consider other factors when determining how they will provide both reasonable break time and space for nursing mothers. For example, factors such as the location of the space and amenities nearby (such as the proximity to employee's work area, availability of sink for washing, location of milk storage, etc.) can affect the length of break an employee will need to express milk.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employee	Identify and request reasonable schedule accommodations for nursing/pumping needs with supervisor

Position	Responsibilities
Supervisor	Establish reasonable schedule accommodations with nursing/pumping employees and ensure accommodations meet the PUMP Act standards as outlined in this policy

Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Inform their supervisor of their accommodation needs and keep them aware of any changes in needs. 2. Inform their supervisor if there is no obvious space available to express milk so accommodations can be found. 3. Display the appropriate SCCCMH provided signage outside of pumping space while expressing milk. Remove or change signage as applicable to setting. 4. Contact the Human Resources Director should there be any questions regarding accommodations, legal requirements, or SCCCMH policy related to nursing mothers.
2.0	Supervisor	<ol style="list-style-type: none"> 5. Work with nursing employees to ensure appropriate accommodations are available within the SCCCMH building the employee is working in. 6. Work with nursing employees to identify scheduling adjustments when requested. 7. Request signage or other accommodation materials from the Human Resources Department in order to maintain appropriate and reasonable accommodations for nursing employees as needed. 8. Contact the Human Resources Director should there be any questions regarding accommodations, legal requirements, or SCCCMH policy related to nursing mothers.

B. Related Policies

N/A

C. Definitions

N/A

D. Forms

N/A

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. Fair Labor Standards Act (as amended by the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act),
<https://www.dol.gov/sites/dolgov/files/WHD/flsa/PUMP-consolidated-appropriations-act.pdf>
2. U.S. Department of Labor Frequently Asked Questions – Pumping Breast Milk at Work [FAQ – Pumping Breast Milk at Work | U.S. Department of Labor \(dol.gov\)](#)

IV. History

- Initial Approval Date: 02/2024
- Last Revision Date: 02/2025 BY: Kim Prowse
- Last Reviewed Date: N/A
- Non-Substantive Revisions: N/A
- Key Words: Breastfeeding; Pumping; Lactation; Nursing; Accommodation, PUMP, FLSA