



Procedure Number: CS 208

Procedure Title: Lactation Room Access

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit: College Services/Human Resources

Maintenance Unit: College Services/Human Resources

Contact for Interpretation: Vice President of College Services/ Human Resources Partner

I. Purpose: The purpose of this procedure is to address the right of expressing breast milk and the steps necessary for employees to gain access to lactation rooms.

II. Procedure statement:

Northeast Lakeview College supports the practice of expressing breast milk and has designated Lactation Rooms that are available to Alamo Colleges Faculty and Staff.

- A. Northeast Lakeview College employees are entitled to express breast milk at the workplace.
  1. A reasonable amount of break time will be granted for an employee to express breast milk each time the employee has the need to express the milk.
  2. Northeast Lakeview College may not suspend or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted the employee's right to express breast milk at the workplace.
  3. For any questions or concerns the employee should contact their Human Resources Partner
- B. Employees needing to access to the Lactation Rooms for the purpose of expressing breast milk must contact Northeast Lakeview College Services for access.
  1. College Services will grant proximity badge access for one full calendar year from the requested start date
    - a. The employee will need to contact College Services to retain access if longer than one calendar year is required.
- C. Employees using the lactation rooms agree to bear responsibility for the cleanliness of the space.
  1. Alcohol Wipes will be available in Lactation Rooms for wiping the

counters, furniture and equipment as necessary.

2. Any milk stored in the refrigerator must be clearly labeled and removed at the end of the day.
  - a. Any unlabeled milk or milk that has been left for more than two days may be disposed of.
3. Northeast Lakeview College is not responsible or accountable for individual items or belongings left behind in the lactation room.
4. Employees that notice any issues with the room and/or its furniture and equipment must immediately notify College Services.

Attachment:

Originator: Javier Luis Leal/Lori Manning

Date Approved:

Last Updated: 4/19/2023

Approved: \_\_\_\_\_

Title: *VPCS*