



POLICIES & PROCEDURES MANUAL



TOPIC: <i>Nursing Mother</i>	APPROVED: <i>September 28, 2010</i> REVISED:
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I. POLICY

Sarpy County recognizes that working mothers are a vital part of its workforce, and therefore supports nursing mothers by establishing a policy to accommodate mothers who wish to express and collect their milk for one year after the child's birth during work hours.

To comply with the Fair Labor Standards Act amendment, it is the goal of Sarpy County to identify proper private space and needs within each building occupied by County employees for the purpose of allowing mothers to express breast milk. These areas should include, at a minimum:

- ◆ A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. In the absence of a room that can be set aside, a private office that meets the above requirements that can be scheduled for 15-20 minute sessions three times per day, may be used; and
- ◆ An electrical 110v outlet; and
- ◆ Access to a nearby clean and safe water source and a sink for washing hands and rinsing out any breast-pump equipment; and
- ◆ Access to hygienic / refrigerated storage alternatives for the mother to store her breast milk.

Mothers who are nursing may use their two paid fifteen-minute breaks for expressing breast milk. These employees will not be penalized when the expressing procedure extends slightly beyond their two 15-minute breaks daily. Appropriate break times will be allotted for new mothers that choose to nurse.

I. PROCEDURE

Employees who are nursing mothers and have returned to the workplace should notify their supervisor that they intend to nurse their infant and would like to express their milk during work hours.

The supervisor should contact the Personnel Department for assistance in identifying an appropriate area that will meet the purpose of accommodating nursing mothers.