

# Board of Lucas County Commissioners



**TITLE:** Lactation Accommodation Policy

**POLICY NUMBER:** 59

**RESOLUTION NUMBER:** 2023-741

**SUPERSEDES POLICY:**

**EFFECTIVE DATE:** August 29, 2023

**PAGE:** 1 of 2

## I. SCOPE

This policy applies to all employees under the appointing authority and jurisdiction of the Board of Lucas County Commissioners, subject, where applicable, to collective bargaining agreements.

## II. PURPOSE

The Board of Lucas County Commissioners is firmly committed to supporting employees who are breastfeeding and complying with the [Providing Urgent Maternal Protections \(PUMP\) for Nursing Mothers Act](#).

## III. POLICY

It is the Board of Lucas County Commissioners policy to provide reasonable amount of break time and a clean, private, non-bathroom space for lactating employees to express milk during the workday for up to one year following the birth of the employee's child. These protections apply regardless of the employee's gender.

The Board of Lucas County Commissioners will not tolerate discrimination or harassment against any employee based upon the request for or usage of lactate accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the immediate manager or supervisor, agency or department Director, or directly to the Department of Human Resources.

## IV. REASONABLE TIME TO EXPRESS BREAST MILK

The Board of Lucas County Commissioners will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk. The time used by an employee to express breast milk will be paid and may be in addition to other break and lunch periods provided daily.

## V. USE OF LACTATION ROOM

The Board of Lucas County Commissioners will provide a lactation room at each worksite. If a permanent space is not available, a temporary location will be created as needed.

The lactation room will be clean, free from intrusion, and shielded from the view of others. If possible, the lactation room may be locked from the inside and a "Do Not Disturb" sign may be posted on the door.

Scheduling use of the lactation room is to be made with the immediate supervisor, manager, or other agency or department designee. When multiple employees need to use the designated lactation room, the supervisor, manager, or designee will discuss various options with the employees who use the lactation room to determine what arrangements need to be made to address each employee's needs such as finding an alternative clean space free from intrusion, sharing the space among multiple users, or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.

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Even if a lactation room is available, employees who wish to pump at their usual workspace will be permitted to do so as long as the workspace is private, free from intrusion, and shielded from view of others. Employees choosing to pump at their workspace shall lock the door from the inside, if possible, and post a "Do Not Disturb" sign on the door.

A refrigerator will be made available for employees to store milk.

## **VI. LACTATION ACCOMMODATION REQUEST PROCESS**

Employees may request lactation accommodation by contacting their immediate supervisor, manager, other agency or department designee, or the departmental Personnel Officer. A request may be made orally or in writing and should indicate that the employee will need accommodation for expressing breast milk at work and, if possible, the frequency and amount of time needed.

The Board of Lucas County Commissioners recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

## **VII. UNDUE HARDSHIP**

If the Board of Lucas County Commissioners determines that the lactation accommodation requested poses an undue hardship, a representative from the Department of Human Resources will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible but generally within five (5) workdays of the date of request. Example would include where the Board of Lucas County Commissioners determines the length of time needed to pump is an undue hardship, the representative from the Department of Human Resources will engage in a cooperative dialogue with the employee to determine if there is a reasonable alternative such as adjusting pump schedule or more frequent breaks for shorter periods of time that addresses the Board of Lucas County Commissioners concerns and the employee's needs.

## **VIII. RETALIATION OR HARASSMENT**

The Board of Lucas County Commissioners prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

For further information and guidance please refer to:

- [Harassment Free Work Environment Policy \(Policy 6b\)](#)
- [Anti-Discrimination Policy \(Policy 53\)](#)
- [Non-Retaliation Policy \(Policy 55\)](#)
- [Pregnancy Non-Discrimination and Reasonable Accommodation for Pregnant Workers Policy \(Policy 52\)](#)
- [Providing Urgent Maternal Protections for Nursing Mothers Act](#)

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Signature of County Administrator

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9/6/2023

Date