

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY <small>Building Foundations for the Future</small>	Developed by/Date: Joanna Navarro 2/25/2020	Page: 1 of 2	Number: 7.26
	Reviewed by/Reviewed Date: Exec Staff 3/23/2021	Replaces: NEW	Subject: Administrative
Title: Lactation Rooms at CSF and Community Offices		Approved: 3/23/2021	

Policy
 Procedure
 Guideline

Purpose

Employees who are nursing have the right to request time and space to express breast milk during work hours. The Community Services Agency is committed to providing a reasonable amount of break time and will make reasonable efforts to provide the use of appropriate space for employees who desire to express milk for their infant during work hours.

Definition

Under California Labor Code 1030-1034 along with the Stanislaus County Lactation Policy, supervisors and managers will accommodate requests from employees who need to express breast milk during the workday. Lactation rooms have been identified at the Community Services Facility (CSF) as well as the Community Offices and will take precedence over other uses during the time it is in use for lactation purposes.

Procedure

Breaks

- A. A reasonable amount of break time must be provided to accommodate an employee desiring to express breast milk in private.
- B. The lactation breaks can run concurrently with the employee’s existing break periods.
- C. If it is not possible for the lactation break to run concurrently with the employee’s existing break, or if the employee’s break is not sufficient time, a separate and unpaid break time must be made available for the employee.
- D. Employees may use earned accrued time to cover the unpaid break time.

Space/Facilities

- A. A “lactation room” as defined by this policy, means a sanitary place in close proximity to the employees’ work area, other than a restroom, that can be used to express milk shielded from view and free from intrusion and includes at a minimum:
 - 1. An electrical outlet or alternative charging device;
 - 2. A place to sit;

3. A surface on which to place a breast pump and personal items;
 4. Nearby access to a sink with running water; and
 5. A refrigerator or other cooling device in close proximity to the employees' work area suitable for storing milk.
- B. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.
 - C. If a designated lactation room is not possible due to space constraints, another room (such as a vacant office or conference room) may be used as a temporary lactation room if up to the standards set forth in this policy.
 - D. If a multipurpose room is used as a lactation room, such use shall take precedence over other uses but only for the time it is in use for lactation purposes.
 - E. For non-traditional worksites the employee shall work with Human Resources, the Manager, and Supervisor to identify reasonable accommodations for the employee.
 - F. The following maps identify the designated lactation rooms at each of the Community Services Agency Facilities:

- [CSF POD A](#)
- [CSF POD B](#)
- [CSF POD D](#)
- [Oakdale Office](#)
- [Hughson Office](#)
- [Access Center](#)
- [Coffee Road \(IHSS\)](#)
- [West Modesto](#)
- [CAIRE Center](#)
- [Veteran's Center](#)
- [Turlock](#)
- [Patterson](#)

- For access to the lactation rooms located in the CSF building, Human Resources will provide the access code to the employees requesting it's use.
- For access to the Community Offices lactation rooms, employees may request key access from the site supervisors during the time it is in use for lactation purposes.