



AP 7349 Lactation Accommodation for Employees

References:

Labor Code Sections 1030, 1031, 1032, 1033, 1034

I. General

1. The District recognizes the positive benefits of supporting its employees who desire to express breast milk during working hours. This regulation promotes the District's commitment to an employee's right to request lactation accommodations pursuant to state and federal laws.
2. This procedure does not infringe on any right to breast-feed in public pursuant to Section 43.3 of the Civil Code or any other law.
3. The District will provide reasonable accommodation for employees who wish to express breast milk for their infant child(ren) during their scheduled work hours. The District must provide an interactive process to assess reasonable accommodations, in addition to leave rights, to employees disabled by pregnancy and related medical conditions.
 - a. **Employee Break Times for Expressing Milk**
 - i. The District will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for their infant child(ren).
 - ii. The break time will, if possible, run concurrently with any break time already provided to the employee.
 - iii. If an employee requires additional breaks beyond their normal scheduled breaks to express breast milk, additional breaks will be provided. Flexible scheduling may also be used for this accommodation.
 - iv. Employees desiring to take a lactation break must comply with the Lactation Accommodation Request Process as detailed below in Section II.
 - v. Breaks may be reasonably delayed if they would seriously disrupt operations. Breaks will not be unreasonably denied.

vi. Once a break has been approved, the employee’s break should not be interrupted except for emergency or exigent circumstances.

b. Lactation Rooms and Access to Facilities

i. The District has several designated several private lactation rooms, across its campuses for employees to express milk in private. The following rooms are available for use by students, employees, and visitors. Please look for the “Designated Lactation Room” signage.

Valencia Campus	Canyon Country
Hasley - Room 132	Quad 5 - 512E
University Center - Room 306	Quad 7 - 700E
Library – Room 226	Takeda Science Center - 120
Note: These rooms are to remain unlocked until they are in use. If the room is locked, please contact Campus Safety by dialing “0” from any campus phone extension.	Note: These rooms are to remain unlocked until they are in use. If the room is locked, please contact Campus Safety by dialing “3801” from any campus phone extension.

- ii. Permanent signage will be installed to assist with identifying these locations. These rooms are to remain unlocked until they are in use. Should a room be locked, the signage will provide contact information for gaining access to the rooms. Temporary window coverings have been installed in offices that have windows.
- iii. If the District’s designated lactation spaces are not a viable option for an employee, the District will provide an employee with an appropriate room or private location for the employee to express breast milk in private. The District will ensure this private room/location, that is not a bathroom, complies with the following:
 1. Will be in close proximity to the employee’s work area, and free from intrusion while the employee is expressing breast milk;
 2. Will be safe, clean, and free of hazardous materials;
 3. Will have a surface to place a breast pump and personal items;
 4. Will have a place for the employee to sit; and
 5. Will have access to electricity or alternative devices, including but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

- iv. Employees occupying a lactation room/location shall either secure the door or otherwise make it clear to others through available signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee who is expressing breast milk during an authorized break under this section, except to announce an emergency or other urgent circumstance.
- v. The District will provide employees with access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace.
- vi. If the District cannot provide a refrigerator, the District will provide another cooling device suitable for storing breast milk, such as a cooler.

II. Process for Lactation Accommodation Requests

1. Employee Requests

- a. Employees who would like to request a lactation accommodation, such as standing break times or a private lactation room, should contact the District's Director of EEO, Leaves and Workplace Safety Programs.
- b. Employees requesting a lactation accommodation must submit a "Lactation Accommodation for Employees Agreement" and a "Lactation Accommodation for Employees Request Form."

2. District Response

The District will respond to an employee's request for lactation accommodations and initiate the interactive process to assess reasonable accommodations consistent with Administrative Procedure 7348: Reasonable Accommodations for Employees/Applicants.

III. Non-Retaliation

The District strictly prohibits discrimination or retaliation against any employee for exercising or attempting to exercise the rights afforded under this regulation. An aggrieved employee may file a complaint under the procedures set forth in Administrative Regulation 3430: Prohibition of Harassment and/or with the California Labor Commissioner.

Reviewed by CPC 08/30/2022

Next review date fall 2028