

Eugene School District 4J

Code: **GBDA**
Adopted: 5/21/14

Milk Expression

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that a district employee who needs to express milk for her child 18 months of age or younger shall be provided with an adequate location and rest periods for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employee's work areas, other than a restroom or toilet stall, where an employee can breast-feed her child or express milk in privacy. The location designated shall be a private, accessible space and may include an employee's work area, an empty or unused office or storage space, conference room, classroom, or staff room, so long as the room allows the employee to express milk concealed from view and without intrusion by other employees or the public. The room shall include electrical outlets for electric pumps and, if needed, a sign up sheet and a sign posting the room as "private during use."

The employee and employer will work together to maximize flexibility to ensure that adequate time is allowed for this activity. Unless the employee and employer agree otherwise, the employee will be provided with a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the paid rest periods or meal periods provided by the district. Paid time allotted for this activity is not to exceed the normal time allowed for paid rest or meal periods, and the district may allow the employee to make up time used during any portion of the rest period that is unpaid. A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility. An employee will not be required to substitute paid leave time for any unpaid rest period provided in compliance with this policy.

The district shall notify employees of this policy and publish a list of the designated locations throughout the district for the expression of milk or breast-feeding on an annual basis. This list will be available to all district employees upon request in the central administrative office.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)