

# Scappoose School District 1J

Code: **GBDA**  
Adopted: 5/18/15  
Readopted: 9/10/18  
Orig. Code(s): GBDA

## Mother Friendly Workplace

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk in the workplace. The Board directs the superintendent or designee to take measures and develop procedures to ensure that all district employees shall be provided with an adequate location to express milk for her child.

The superintendent or designee shall see that the district makes a reasonable effort to provide a private<sup>1</sup> room or other location in close proximity to the employee's work areas, other than a restroom, where an employee can express milk in private. This policy directs the superintendent or designee to include the following in the development of procedures to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The access to a private room with a lock that would allow a mother to express milk for her child during a lunch or other break period.
3. The room shall include:
  - a. Electrical outlets for electric pumps;
  - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
  - c. A sign up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to 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.<sup>2</sup> If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

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<sup>1</sup>A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public...(OAR 839-020-0051).

<sup>2</sup>Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

OREGON HEALTH AUTHORITY, HOW TO BECOME A BREASTFEEDING FRIENDLY EMPLOYER, (2015).

**Cross Reference(s):**

G CBD/GDBD - Personal Illness and Injury Leave\*

G CBDD/GDBDD - Sick Time \*