

Sherwood School District 88J

Code: GBDA
Adopted: 7/01/08
Revised/Readopted: 6/04/14; 6/03/15; 12/12/18

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. Employees must give notice of intent to express milk to the building Administrative Assistant or the employee's direct supervisor. Unless otherwise agreed upon by the district and the employee, 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. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The following locations have been identified in each facility for milk expression:

1. District Office: a private office in the District Office building;
2. Special Programs: a private office in the Special Programs area;
3. Transportation: a private office in the Transportation building;
4. Sherwood High School: the locking file room in the main office; the west wing science conference room;
5. Sherwood Middle School: classrooms with the windows covered and door locked;
6. Laurel Ridge Middle School: private office in the main office; Room M-33;
7. Edy Ridge Elementary School: classrooms with windows covered and door locked; utility closet in the Kindergarten wing;
8. Hopkins Elementary School: classrooms with windows covered and door locked; staff room in the intermediate hallway;
9. Archer Glen Elementary School: classrooms with windows covered and door locked;
10. Middleton Elementary School: classrooms with windows covered and door locked.

This policy which includes the 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.

This policy only applies to employees who are expressing milk for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

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

[ORS 653.256](#)

[OAR 839-020-0051](#)

Cross Reference(s):

GCBD/GDBD - Leaves and Absences
GCBDD/GDBDD - Sick Time