

Lactation Accommodations

Department Policy Training



It's The Law



- CA State Labor Code §1030
- Federal Lactation Accommodation Law FLSA §7(r)

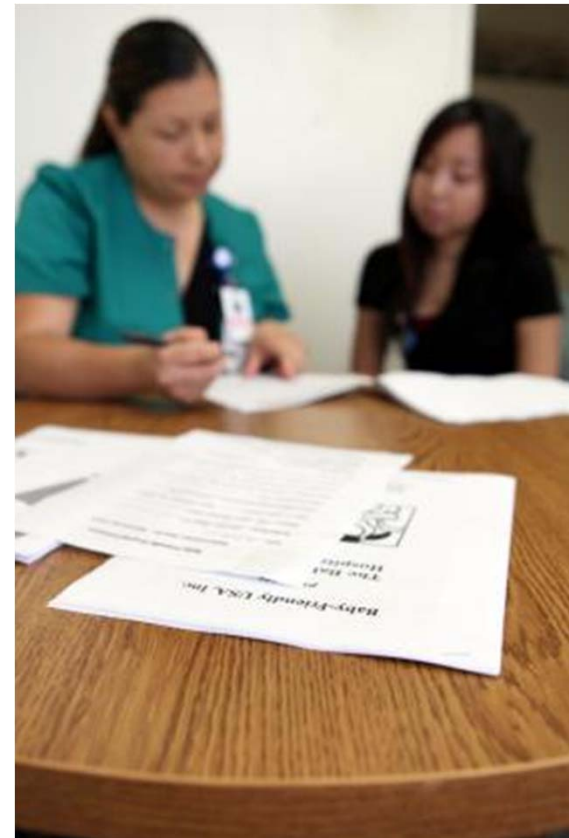


County of Los Angeles

- Countywide Employee Worksite Lactation Accommodation Policy
 - PPG 705
http://hr.lacounty.gov/wps/portal/dhr/employee_benefits
 - Departments implement Policy
 - Support from DHR, Employee Benefits, Lactation Accommodation Program



HR Matters



Employed Mothers Need....

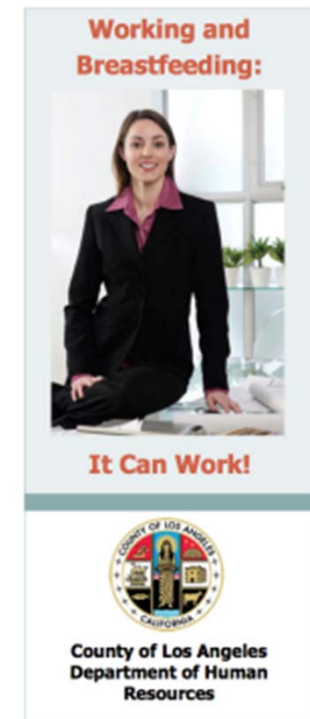
- Time
 - Remove milk
 - Store milk
 - Clean up
- Space
 - Private
 - Clean
 - Close proximity
 - Not a bathroom/toilet stall
- Pump



Resources

Internet Based Tool Kit

- http://hr.lacounty.gov/wps/portal/dhr/employee_benefits
 - Brochure
 - FAQs
 - Lactation Rooms and Coordinators
 - Manual
 - Policy (PPG 705)
 - Poster
 - Resources/Helpful Links
 - Training Presentation



Policy: Break Time

- Reasonable Break Time
 - Can use existing breaks
 - Additional unpaid breaks
 - Can use accrued paid time
 - Can adjust work schedule



Policy: Private Location



Room with:

- Electrical outlet
- Comfortable seating
- Can lock, if possible
- Private
- Not bathroom/toilet stall
- Close proximity



Policy: Dedicated Space



- Shows commitment
- Reduces conflicts

A list of designated space is available through:

DHR, Employee Benefits,
Lactation Accommodation Program

Best practice suggestion, not mandated by law



Policy: Temporary Space



- Private office
- Supervisor's office
- Conference room/secured
- Women's lounges *
- Cot rooms
- Wellness rooms
- Closet or storage **



Alternate Space Ideas



US Pentagon

Multi-User Rooms

- Accommodates many
- Co-worker support
- Increased milk supply



Space: Helpful Tips



- ▶ Near sink
- ▶ Refrigerator
- ▶ Multi-user pumps
- ▶ Message board

Best practice suggestions, not mandated by law



Policy: Non-Traditional

Field and Traveling Staff

- ▶ Good faith, interactive process
- ▶ Identify reasonable accommodations



Policy: Non-Traditional

Some Reasonable Accommodations are:

- ▶ Limited Light Duty
- ▶ Reassignment
- ▶ Modified work schedules



Policy: Notification

Provide copy of policy

- Every incoming employee
 - At new hire and transfer orientations
- Pregnancy or adoption leaves
 - FMLA Coordinators before they go on leave
 - Return-to-Work Coordinators when they return



Policy: “Appendix A”

Return-to-Work Coordinators

- Complete the form
- Files original copy
 - Copies to:
 - Employee
 - Direct supervisor
- Monitoring

**COUNTY OF LOS ANGELES
LACTATION ACCOMMODATION REQUEST**

Department: _____ Division: _____
Employee's Name: _____ Employee #: _____
Payroll Title: _____ Date of Request: _____

Approximate Lactation Break Schedule (insert requested break schedule)

Covered Employees: Flexible Schedule Accrued Time Unpaid

Space
[] Dedicated Mother's Lounge (location): _____
[] Office space (location): _____
[] Employees' work area if private and secure (location): _____
[] Other: _____

I have received a copy of and read the Countywide Policy on Lactation Accommodation Program, and I agree to comply with the Program Guidelines. I understand that I will notify my direct supervisor and the Return-to-Work Coordinator as soon as I do not require a lactation accommodation.

EMPLOYEE'S SIGNATURE _____ DATE _____

COMMENTS

MANAGEMENT REVIEW AND APPROVAL SIGNATURE

Return-to-Work Coordinator _____ Date _____
Printed Name _____ Position/Payroll Title _____

NOTE: After signatures, give a copy to the Employee and a copy to the direct supervisor. The original is maintained by the Return-to-Work Coordinator.



Policy: Atmosphere of Tolerance

- County policy:
 - Breastfeeding and lactation are promoted
 - No discrimination of breastfeeding women
 - No harassment of breastfeeding women
- Discrimination or Harassment
 - Interferes with work performance
 - Creates a hostile workplace
 - Is sex discrimination



Breastfeeding Support Resources

- Health Care Provider
- WIC
- Community Resources




Implementation Tool Kit

Tool Kit


- Website
 - Brochure
 - FAQs
 - Lactation Rooms and Coordinators
 - Manual
 - Policy (PPG 705)
 - Poster
 - Resources/Helpful Links
 - Training Presentation



http://hr.lacounty.gov/wps/portal/dhr/employee_benefits



**Working and Breastfeeding:
It Can Work!**

For information about the
County of Los Angeles
Lactation Accommodation Program,
visit http://hr.lacounty.gov/wps/portal/dhr/employee_benefits.

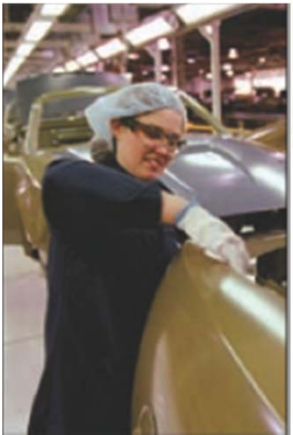


 **DHR** **CHOOSE HEALTH!** 

Choose Health LA is made possible by a grant from the Department of Health and Human Services through the County of Los Angeles, Department of Public Health.



Thank You



Contact:

DHR, Employee Benefits Lactation
Accommodation Program

http://hr.lacounty.gov/wps/portal/dhr/employee_benefits



D | H | R

Department of Human Resources
County of Los Angeles



CHOOSE!
HEALTH LA.COM



COUNTY OF LOS ANGELES
Public Health