	HUMAN RESOURCES DEPARTMENT ADMINISTRATIVE GUIDELINES NURSING EMPLOYEES	
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Introduction


As part of our family-friendly policies and benefits and in compliance with the Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act and the Workplace Accommodations for Nursing Mothers Act (Colorado Law 8-13.5-104), Poudre School District (District) supports employees by accommodating an employee who chooses to express milk during the workday, for up to two years from the birth of a child.

A private room or location, which cannot be a toilet stall or restroom, shall be available for employees to express milk (“designated space”). Each District worksite must make this designated space available to nursing employees when the need arises. A site can designate a room specifically for the purpose of expressing milk. If no such room is available, a space temporarily created or converted into a space for expressing milk (i.e., a private space in a multi-purpose room) is sufficient provided that the employee is shielded from view and able to express milk in private. For the purposes of this administrative guideline, each school and District location is considered a worksite and the JSSC complex will provide a minimum of one designated lactation space. If employees prefer, they may also express milk in their own private offices, or in other locations agreed upon in consultation with the employee’s supervisor.

Equipment and Materials

Poudre School District will not provide any equipment, including breast pumps, to assist with the expression of milk during work hours.

Each designated space will include an electrical outlet, a table or other flat surface, a chair, and a privacy screen (if the designated lactation space is a multi-purpose room). To the extent possible, each designated space will also include a small refrigerator reserved specifically for the storage of expressed milk.

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Expectations

Reasonable Break Time for Milk Expression:

Employees who express milk in the workplace may express milk during work hours using their normal breaks and mealtimes. Under the FLSA, when an employee is using break time at work to express milk, they must be completely relieved from duty or must be paid for the break time. For time that may be needed beyond their usual break times, employees may use personal leave, unpaid leave, or may make up the time as negotiated with their supervisor. If meetings or other scheduling conflicts arise, the employee should work directly with their supervisor to resolve such conflicts.

Maintenance of Milk Expression Areas & Storage:

Employees are responsible for keeping designated spaces clean for other users. This responsibility extends to both designated spaces, and areas where expressing milk may occur.

Any expressed milk stored in the refrigerator must be labeled with the employee's name and the date on which it was expressed. Any nonconforming products stored in the refrigerator may be disposed of at any time. Expressed milk stored in the refrigerator for longer than one week may also be disposed of. Employees storing expressed milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Scheduled Use of Designated Space:

When more than one employee needs to use a designated space, employees should use a sign-up log to schedule times that are most convenient or best meet their needs. If employees cannot mutually agree to times of use for the designated space, the employees should contact their supervisor, a building administrator, or Human Resources to work out a schedule.
