

Rocky Mountain Conference

Policy

Break Time for Nursing Mothers

The purpose of this policy is to fulfill the requirements of federal and state laws for nursing mothers to express breast milk in the work place:

Break time will be made available each day to permit nursing mothers, including exempt, non-exempt, full-time and part-time employees, to express breast milk for as long as needed. For Non-exempt employees, this break time is unpaid time, unless it falls during a regularly scheduled paid break time. This benefit is available to employees during their standard work week, as well as during any overtime or additional hours worked.

An employee who desires to use this benefit is expected to give her supervisor reasonable notice (preferably, prior to the nursing mother's return to work) so that a schedule can be arranged and a location identified for the employee's use.

All operating facilities within the Rocky Mountain Conference will provide employees who desire to use this benefit with a private room that is free from intrusion (i.e., locked) to express their milk during work hours. The room will include an electrical outlet, comfortable chair, and nearby access (not necessarily in the room) to running water. Employees may use their private office (but not open or cubicle offices) for expressing milk, if they prefer, provided that the office is free from intrusion.

Employees may use their own cooler packs to store expressed breast milk or may store milk in a designated refrigerator, if available on the premises. Employees should provide their own containers, clearly labeled with their name and the date. Employees should take expressed milk home at the end of each work day. The Rocky Mountain Conference is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises.

Administration, supervisors and employees are expected to provide an atmosphere of support for employees who desire to use this benefit. No employee shall discriminate in any way or retaliate against any employee who chooses to express breast milk in the work place.

Questions regarding this policy should be directed to Human Resources at 303-282-3610, 800-254-9687, ext. 610 or noemib@rmcsda.com.