



**City of Riverside, California
Human Resources Policy and Procedure Manual**

Approved:

Human Resources Director

City Manager

Number: V-18 Effective Date: TBD

SUBJECT: ACCOMMODATIONS FOR NURSING MOTHERS

PURPOSE:

To promote a family-friendly work environment, the City recognizes the importance and benefits of breastfeeding for both mothers and their infants. The City will make private space available for lactation purposes and will provide lactation break periods for employees who are breastfeeding (hereinafter referred to as “nursing mothers”).

POLICY:

Pursuant to the California Labor Code 1030, the City will provide a reasonable break time for nursing mothers to express breast milk for her nursing child each time such employee has need to express milk.

1. **Lactation Facilities** – The City will provide, in close proximity to the nursing mothers work area, appropriate sanitary and private space with a table, electrical outlet, and comfortable chair.

The City will provide a private space that is sanitary--including appropriate temperature and ventilation--and equipped with a table, comfortable chair, and electrical outlet. If possible, the lactation space will be located near a source of running water.

The space will be in close proximity to the nursing mother’s work area, generally not more than a 5-7 minute walk. Appropriate lactation facilities include, but are not limited to, the employee’s private office, another private office not in use, a conference room that can be secured, a multi-purpose room, or any available space with a door that is shielded from view and free from intrusion from co-workers and the public.

Restrooms, spaces lacking privacy, or spaces lacking a door are not considered appropriate spaces for lactation purposes. However, an anteroom or lounge area

connected to a restroom may be sufficient if the space is private, free from intrusion, and can be shielded from view.

2. **Lactation Break Period** - The City will provide a reasonable amount of break time to accommodate the needs of nursing mothers. Supervisors are encouraged to allow flexible scheduling, whenever possible, to accommodate lactation breaks. No negative employment actions will be taken when requests for accommodation are made pursuant to this policy.
 - a. FLSA Exempt employees - in accordance with FLSA rules, the time provided for lactation break periods does not need to be recorded.
 - b. Non-exempt employees - nursing mother's lactation break period should be concurrent with her rest period. If the lactation break period cannot run concurrently with the existing rest period, the City will make separate lactation break time available. The separate lactation break period will be unpaid.
3. **Other Reasonable Accommodation** - The City may provide other reasonable accommodation or transfer to a less strenuous or hazardous position upon receipt of information from the nursing mother's health care provider stating that a reasonable accommodation or transfer is medically advisable.

A nursing mother is encouraged to discuss her needs, in terms of accommodations as well as the frequency and timing of breaks, with her supervisor or the Human Resources Department. These shared discussions will help nursing mothers and supervisors arrange for mutually agreeable break times which may vary.

4. **Department Responsibilities** - A supervisor who receives a lactation accommodation request will work, as needed, with a Human Resources representative to identify available appropriate space and determine a break schedule. Break schedules should be based on the needs of a nursing mother and the operational considerations of the City.

A nursing mother who believes she has been denied appropriate accommodation should contact the Human Resources Department for assistance.