

**City of Amarillo
Personnel Policies and Procedures**

Policy Title: Support of Nursing Mothers
Policy Number: 1900
Effective Date: September 1, 2021
Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide guidelines for the health and well-being of employees and their infant children providing a workplace that supports the decision of an employee to breastfeed. The City of Amarillo provides a supportive environment to enable breastfeeding employees to breastfeed or express their milk in the workplace.

II. Scope

This policy is applicable to all City of Amarillo employees.

III. Definitions

Reasonable Break Time - A reasonable break time shall be an amount of time sufficient to allow the employee to express breast milk, including the time necessary to travel to and from the designated lactation room or location.

IV. Policy Statement

The City of Amarillo is committed to providing a supportive environment that encourages and enables employees to express breast milk in a private place, with reasonable break time for up to one year following the child's birth. Employees are allowed reasonable time to express milk during work hours. It is the policy of the City of Amarillo to comply with all state and federal laws as they relate to workplace breastfeeding or breast milk expression.

V. Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. City of Amarillo supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Employee

The employee is responsible for requesting and arranging in advance with their supervisor appropriate and reasonable break times or flexible scheduling for expressing milk.

Employees, if possible, should use normal break time or mealtime to express breast milk. For time that may be needed beyond the usual break times, employees may use accrued annual leave, sick leave or compensatory time, or can adapt an alternate work schedule with Department Director approval to make up time used when expressing breast milk (e.g., coming in early or leaving late).

Employees provide their own pump, adapter, and accessories as well as a small cooler or insulated bag. Each employee is responsible for proper storage of their expressed milk. All expressed milk

must be taken home at the end of each workday. The City is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on City premises.

Supervisor

The supervisor is responsible for working with the employee to provide reasonable break times each day for employees wishing to express breast milk. The supervisor must provide a positive atmosphere of support for breastfeeding employees.

City of Amarillo

Will provide a private, sanitary space with a lock on the door for expressing milk. A bathroom stall or storage area does not serve as a lactation space. If employees prefer, they may also express milk in their own private office.

There will be no adverse employment actions of any kind as a result of time used for milk expression; no acts of discrimination or retaliation against nursing employees or those who may become a nursing employee; no disapproving comments or criticisms of staff that use time for milk expression; no joke, comments, ridicule or other behaviors that may result in embarrassment for a nursing employee or other staff.

Employees with concerns, questions, or complaints about this policy should contact the Human Resources Department.

VI. Exceptions

The City Manager reserves the right to modify or override this policy at any time.