

 **Metro** | *Policies and procedures*

Subject Nursing Mothers
Section Human Resources
Approved by Andrew Scott, Interim Chief Operating Officer

POLICY

Metro provides paid lactation rest periods and designated locations for employees to express milk.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.

Guidelines

The intent of this policy is to comply with federal and state law regarding lactation rest periods.

Procedures

1. Metro will maintain a list of designated locations in private areas and in close proximity to an employee's workstation, other than a public restroom or toilet stall, to express milk and will be responsible for maintaining these locations in accordance with state and federal laws.
2. All employees are entitled to take reasonable amounts of time to take lactation rest periods to express milk. There is no limit on number of lactation rest periods that can be taken.
3. The employee should, if feasible, take the lactation rest periods at the same time as the breaks or meal periods that are otherwise provided to the employee.
4. Supervisors should provide flexible schedules to accommodate individual employees' needs when feasible.

5. If the employee no longer has need for the provisions of this policy or no longer qualifies, she should inform her supervisor and return to a regular work schedule.

Responsibilities

Employee:

- Provide written or verbal notice to your supervisor that you intend to express milk upon returning to work.
- Provide notice to supervisor of needed lactation rest periods. Will be responsible for storing breast milk. An employee may bring a cooler or insulated food container or use a Metro refrigerator open for personal use at the worksite.

Supervisor:

- Become familiar with this policy and the designated locations at their worksite.
- Upon request for a rest period to express breast milk, supervisors will grant a reasonable amount of time for the break.
- Provide flexible schedules to accommodate employees' needs.
- Contact Metro Human Resources if questions arise regarding designated locations or scheduling.

Human Resources Department:

- Work with employees and supervisors to ensure employee requests for lactation rest periods are provided.
- Maintain a current list of designated locations at every Metro worksite and inspect them periodically to make sure they comply with the policy. When feasible, obtain employee feedback when a new designated location is established.