

Policy for Breastfeeding Employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, Clark County provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by Clark County Public Health Department and WIC Department.

Clark County subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use accrued benefit time, leaving without pay or may make up the time as determined by their supervisors.
- **A Place to Express Milk:** A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. The location of the room may include other options than those currently in place so long as the additional option is mutually acceptable to both the employee and employer. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.
- **Shipping Milk:** When a breastfeeding employee is required to travel (via air) out of state for business, such employee shall elect to have their breastmilk cold shipped home, using cold shipping packaging provided by FedEx. Employees who need to utilize this service must contact a member of the Wellness Committee at least two (2) weeks prior to the travel date. The Wellness Committee will order the shipping package for the employee. The Wellness Committee will reimburse the employee for the return transportation charge, upon submission of an employee expense claim.
- **Education:** Prenatal breastfeeding classes and prenatal and postpartum information materials are available for all mothers and fathers, as well as their partners. These may be obtained from the Public Health Department or the WIC Department.
- **Staff Support:** Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation policy, and for implementing policies and practices that may assist to facilitate each employee's infant feeding goals. Employee orientation will include information about the company's breastfeeding policy. The company's breastfeeding policy will be communicated to current staff.

Employee Responsibilities

- **Communication with Supervisors:** Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.
- **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean area. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas.

- **Milk Storage:** Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with other employee's milk. Each employee is responsible for proper storage of her milk.
- **Shipping Milk:** Employees who are required to travel (via air) out of state for business, can elect to have their breastmilk cold shipped home, using cold shipping packaging provided by FedEx. Employees who need to utilize this service must contact a member of the Wellness Committee at least two (2) weeks prior to their travel date. The Wellness Committee will order the shipping package for the employee; however, the employee is responsible for preparing the package for return shipping and must call **1-800-463-3339** to schedule a pickup or just drop off the package at any FedEx location. The employee must pay for the return transportation of the package and should submit an employee expense claim for reimbursement.
- **Use of Break Times to Express Milk:** When more than one (1) breastfeeding employee needs to use the designated lactation room, employees may be required to work together to allow each employee the opportunity for milk expression times which best meets their needs. Prior to use of the room, employees should knock to ensure the privacy of any other nursing other present.