

BREASTFEEDING/LACTATION ROOMS ON CAMPUS OREGON TECH PROCEDURE

1. Purpose

Oregon Tech recognizes the health, family, societal, and workforce benefits of breastfeeding children. It supports all breastfeeding women, whether they are birth mothers or non-birth mothers. The decision to continue to breastfeed when returning to work or school often depends on the availability of a suitable place to pump or nurse and the time to do so. For these reasons, and in order to comply with federal and state laws, the university provides lactation rooms (Mother's Rooms) and reasonable break periods for breastfeeding.

2. Reason for Procedure

The purpose of this procedure is to provide employees, students and volunteers who are breastfeeding a private place and reasonable break time to either nurse their child(ren) or to express breast milk for their nursing child(ren). This procedure is in accordance with relevant laws and regulations regarding breastfeeding in the workplace.

3. Applicability/Scope

This procedure applies to all employees, students and volunteers who are breastfeeding.

4. Definitions

Definitions:

Breastfeeding and/ or Lactation: These terms are used interchangeably and are intended to include pumping or expressing milk, as well as nursing directly from the breast.

Employee: The term is intended to be interpreted broadly to refer to all staff, faculty, and student employees.

Lactation Area: A space on campus that is either dedicated or temporarily established to accommodate the needs of those who are breastfeeding. The room must be clean, private (shielded from view and free from intrusion), comfortable space with an electric outlet, chair, table, refrigeration (if possible), and in close proximity to running water. Restrooms and locker rooms are not to be considered reasonable lactation areas.

Lactation Breaks: Breaks during the workday for employees and volunteers who have requested lactation accommodations.

Mother's Room: The description provided to spaces designated as lactation areas.

University Procedure: A written plan or general course of action, having broad application throughout the university, intended to govern the actions of all employees, faculty, students, visitors, and others who come in contact with the university. A university procedure helps ensure compliance with applicable laws and regulations, promotes one or more of the university's missions, contains guidelines for governance, and/or sets limits within which people are expected to operate.

5. Procedures

Procedure Details

Breastfeeding students, employees and volunteers shall not be asked to provide medical documentation related to the need to breastfeed their children. Students and employees are responsible for clearly informing their instructors or supervisors that they need breaks for breastfeeding and for using breastfeeding breaks in an appropriate manner. The Office of Human Resources can provide guidance to supervisors and instructors on breastfeeding breaks.

Employees may request reasonable lactation breaks during work hours for breastfeeding. Supervisors and employees should work together to establish reasonable, flexible, and mutually agreeable times each day that do not unduly disrupt normal business activities, instruction, or clinical services.

Employees who are comfortable doing so may use their assigned private office as a designated lactation space. Windows in offices may be temporarily covered during breaks. At the request of the fire marshal, windows may not be permanently covered as this could pose a life/safety issue in the event of an emergency.

It can be a violation of a person's rights to deny the right to breastfeed. Any concerns about compliance with this policy should be referred to the Office of Human Resources.

Mother's Rooms are shared spaces, which are for use by breastfeeding mothers. Please respect the privacy of other's by always knocking before entering, labeling the door as occupied and reporting any concerns to the building manager. Upon request door hangers for office doors and Mother's Rooms doors are available.

Campus Contacts and Mother Room Locations

Contact information for employees and supervisors:

[Sarah Henderson](#), Benefits Consultant, 541-885-1028

Boeing Site: [Marcus Harrell](#), Program Representative, 425-965-9707

Chemeketa Site: [Tina Clarke](#), Academic Program Director, 503-584-7102

Contact information for Students:

Klamath Falls Campus: [Holly Anderson](#), Associate Director, Campus Life, 541-885-1389

Portland-Metro Campus: [Trish Hower](#), Operations Manager, 503-821-1291

Current Mother's Room Locations:

Klamath Falls Campus: Semon Hall, Room 120; Owens Hall, Room 127 (temporary through June 30, 2018); College Union, Non-Traditional Student Lounge; and Dow E336A.

Portland-Metro Campus: 2nd Floor, Room R252A

Boeing Site, contact Marcus Harrell for location and access

Chemeketa Site, contact Tina Clarke for location and access

6. Links To Related Policies, Forms, or Information

[Oregon Health Authority: Breastfeeding](#)

[Breastfeeding Coalition of Oregon](#)

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.