

COUNTY OF VENTURA	2014 ADMINISTRATIVE POLICY MANUAL		HUMAN RESOURCES CHAPTER ()
Originating Agency: CEO	Last Issued	Revised	<u>Policy No. Chapter</u>
Policy: CEO-HR	N/A	2014 (Revised)	LACTATION
Procedure: CEO-HR	N/A	2014 (Revised)	ACCOMMODATION POLICY
Forms (if any): N/A	N/A	N/A	
Policy Change Requires:	<input type="checkbox"/> CEO Consultation with Board of Supervisors <input checked="" type="checkbox"/> CEO Approval		
Procedure/Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval		

POLICY

The County of Ventura recognizes the many health, environmental, economic and social benefits that result from breastfeeding babies. The County is a breastfeeding friendly workplace that supports mothers/employees choice to breastfeed. The County strongly supports breastfeeding as a high priority for healthier babies by reasonably accommodating the lactation needs of employees on the job. This is accomplished by providing adequate facilities and break times for breastfeeding and/or expressing milk. Further, all County employees will be provided training regarding awareness of the importance of breastfeeding in general, and on accommodating lactating mothers in the workplace.

The County expects that an atmosphere of tolerance regarding breastfeeding in the workforce will be maintained at all times. The County supports employees and management in the creation of a positive, accepting attitude toward working women who breastfeed. Discrimination and/or harassment of breastfeeding mothers in any form is unacceptable and may subject the offender to disciplinary action.

PURPOSE

The purpose of this policy is to comply with state laws regarding breastfeeding, expressing milk, and accommodation of lactating mothers. By providing an atmosphere of acceptance to breastfeeding women in the workplace, they can realize positive results such as: less employee absenteeism and turnover, faster return from maternity leave, and reduction of overtime or temporary worker costs to name a few.

GUIDANCE

The Work/Life Program Manager in the CEO-Human Resources (CEO-HR) Benefits Division will be the primary contact for employees and managers.

TRAINING

1. All County employees will be given training on this policy every two years during their mandatory Discrimination Prevention class.
2. A breastfeeding brochure will be provided to all new employees during their New Employee Orientation program.
3. A breastfeeding packet shall be provided to all expectant mothers prior to the start of their leave of absence along with a copy of this policy.
4. Wellness Program classes and workshops are available to all County employees that support work/life balance and other education opportunities for expectant mothers and breastfeeding employees.
5. The Work/Life Program website will maintain information regarding lactation policies, accommodation, and other resources for breastfeeding employees.

FACILITIES

Employees who are nursing mothers will have access to an appropriate place to express their breast milk while on the job. At a minimum, a private, secure place, shielded from view and free from any intrusion from co-workers and the public, with access to electricity will be provided for the employee's use. If a shared space is selected, it must be available when needed and it must be functional as a space for expressing breast milk. A bathroom, even if private, is not a permissible location.

Dedicated and designated lactation rooms are available throughout County of Ventura worksites. For location of County lactation facilities, employees are to contact the Work/Life Program Manager in the CEO-HR Benefits Division or visit the Work/Life Program website.

Supervisors and managers may also contact the Work/Life Program Manager for assistance if they desire assistance in developing a lactation accommodation in their facility.

SCHEDULING

The Work/Life Program Manager is available to work with the employee and her supervisor to schedule the use of the lactation room in her facility.

It is recognized by the County as an employer that regular break times may not be sufficient in accommodating the nursing mother, especially if the designated lactation space is not in close proximity to her work space.

All breastfeeding employees will be provided two to three breaks along with the lunch period to express milk or to breastfeed their infants on the job. A reasonable amount of time will be provided to the employee. The Work/Life Program Manager will be available to assist with establishing a schedule.

COMPLIANCE

The Work/Life Program Manager and CEO-HR Benefits Division will be available to assist employees with making arrangements at their worksite for an appropriate lactation space and for reasonable break times for expressing breast milk.

Managers and supervisors shall respond to any request for lactation accommodation in a manner consistent with the procedures outlined in this policy. Each Ventura County Department shall create an atmosphere of tolerance regarding lactation in the workplace. Breastfeeding shall not be a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a lactating employee or exercise any conduct that creates an intimidating, hostile or offensive working environment. Any incident of harassment of a lactating employee will be addressed in accordance with Ventura County policies and procedures for discrimination and harassment.

SPECIAL CIRCUMSTANCE

The County of Ventura recognizes that there may be employees that have special needs when it comes to expressing milk, either because of their classification or where their worksite is located. In these situations, the Department Head, CEO-HR and the Work/Life Program Manager will work with the employee to effect a mutually acceptable solution.