

Lactation Policy
Policy Number 40002.1

Type of Policy:	Administrative
Last Revised:	November 26, 2019
Review Date:	
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Reason for Policy:	SUNY Cobleskill is required by the Patient Protection and Affordable Care Act, as well as New York State Labor Law, Section 206-c, to provide certain protections and benefits to employees who are nursing mothers. SUNY Cobleskill is also prohibited by Title IX of the Education Amendments of 1972 from discriminating against faculty, staff and students on the basis of sex, including pregnancy and related conditions.
Policy Statement:	<p>SUNY Cobleskill strives to create an environment where all members of the College community feel welcomed and respected, and to accommodate the needs of new mothers who wish/need to express breast milk. The following guidelines have been developed to assure these needs are met while at the workplace.</p> <ul style="list-style-type: none">• An employee who wishes to avail herself of this benefit is expected to give her supervisor reasonable notice (preferably, the nursing mother provides notice prior to returning to work) so that adequate breaks and coverage can be arranged and a location identified. If more than one person is utilizing this benefit simultaneously, a schedule for the lactation room will also need to be coordinated.• Unpaid break or meal time, paid break time (including charging appropriate leave credits such as personal leave or vacation accruals), or flexible scheduling will be made available each day to permit nursing mothers to express breast milk for up to three years following the birth of a child.• The benefit is available to an employee during her basic work week, as well as during any overtime or additional hours worked.• Supervisors are to grant reasonable requests for unpaid break time and/or the use of paid breaks or mealtimes for lactation. The employee needs to communicate with her supervisor approximately what time(s) she will need breaks and how long it will take. The average break time is the amount of time to get to and from the designated location plus 30 minutes for milk expression.• It is the supervisors responsibility to assure proper coverage for the employee at the agreed upon times.

- Currently a lactation station is set up in Frisbie 302. It is a comfortable room with a refrigerator for storage and a sink around the corner for cleaning. Any person wishing to use it can obtain the door code from Human Resources, 518-255-5423 or humanresources@cobleskill.edu
- Upon request, and based on space availability, additional lactation rooms may be created. The College will make a reasonable effort to provide a room or other location, in close proximity to the employee's work area, where an employee can express milk in privacy. Access to this temporary location will be handled on a case by case basis with Human Resources.
- The College is not responsible for insuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, and regardless of the method of storage, bring such milk home with her each evening.
- This policy does not accommodate breastfeeding in the workplace.
- The College will not discriminate in any way against employees who choose to express breast milk in the work place.
- Students who do not live on campus and need to express breast milk can also request to use the lactation room and can obtain access from Human Resources.
- Students will need to work with Human Resources to accommodate their needs and a schedule of room availability.
- Please consult with the Director of Human Resources and Affirmative Action (or designee), should any difficulties arise in complying with the mandates of these laws.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
November 26, 2019	Nicole M. Field	Adoption of the policy