



Lactation/Breastfeeding Policy

PURPOSE

Grand Traverse County provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This entails providing GTC employees with reasonable break times to express milk for a nursing child in a location shielded from view and free from intrusion from coworkers and the public.

POLICY & PROCEDURE

Accommodations for Lactating Employees

Breastfeeding employees will receive reasonable break times to express milk for up to one year after a birth of a child who choose to continue providing breast milk for their infants after returning to work. Grand Traverse County will provide a designated room at each location for this purpose. If this is not practical or possible, a vacant office, conference room or other small area can be used if it is not accessible or visible to the public or other employees while the nursing individual is using the room to express milk. The room shall be private, well-lighted, sanitary, and contain a comfortable chair, a small table or flat surface with access to an electrical outlet. The nursing employee will have access to a sink with clean running water for washing and rinsing breast pump parts.

The room shall have a door equipped with a functional lock. If this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public. The room should not be a toilet stall or restroom. However, if employees prefer, they may also breastfeed or express milk in their own private workspace or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Express milked can be stored in refrigerators located on site or employees may opt to provide their own personal storage. Employees are responsible for proper storage of their milk and must label all expressed milk container with their name and date, so it is not inadvertently confused with other employees' milk.

Reasonable Break Time to Express Milk

Employees will receive reasonable break time to express milk for their nursing child using their regular breaks and mealtimes. For one year after the child's birth, employees may take reasonable break time "each time such employee has need to express the milk." For time needed beyond paid breaks and mealtimes, employees may use paid time off banks or approved unpaid time as approved by supervisors. GTC supervisors will work with each individual to help meet their need for pumping beyond those identified above.

Breastfeeding Equipment

Grand Traverse County will not provide breast pumps. If an employee is enrolled in Grand Traverse County group health insurance plan, it may cover electric breast pumps to assist lactating employees with milk expression during working hours.

Education

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners. Contact the Breastfeeding Peers at (231)409-9046 or bfhelp@gtchd.org for more information.

Breastfeeding-Friendly Environment

No employee will be discriminated against for expressing milk during the work period and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work. Any act found to be intentional that invades a breastfeeding employee's privacy shall be treated as a disciplinary offense and reported to the appropriate supervisor.

Employee Responsibilities

Employees who wish to express milk during work hours shall keep their supervisors informed of their needs so that appropriate accommodations satisfy the needs of the employee. Either Human Resources or the supervisor shall receive notice of the need for lactation accommodations prior to the employee's return to work following the birth of the child.

Breastfeeding employees are responsible for keeping milk expression and pump areas clean by using anti-microbial wipes (provided by employer). It is the employee's responsibility for keeping the general lactation room or location clean for the next user. This responsibility extends both designated milk expression areas, as well as other areas where expressing milk will occur including storage of equipment.

Employees with questions regarding this policy should contact the Human Resources Department.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Policy Adopted: 04/10/2023