



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Lactation Room</b>
<i>AP Number:</i>	AP 5.10.01
<i>Adoption Date:</i>	9/20/16
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	9/20/16, 6/27/17, 10/25/17, 6/12/24
<i>Revision Date(s):</i>	9/20/16, 6/27/17, 10/25/17, 6/12/24
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Policy Title(s) &amp; No(s):</i>	Equal Employment Opportunity, ADA, Non-Discrimination and Anti- Harassment (including Sexual Harassment), BP 5.10
<i>Legal Reference:</i>	Section 7(r) of the Fair Labor Standards Act of 1938 (29 U.S.C. § 207)
<i>Cross Reference:</i>	Equal Educational Opportunity, BP 3.05

### PURPOSE

Pima Community College (“College”) has made available designated rooms at each campus and/or site for lactating employees and students of the College in accordance with Section 7(r) of the Fair Labor Standards Act, 29 U.S.C. § 207, which mandates an employer shall provide –

- A. A reasonable break time for a lactating employee to express milk for a nursing child for one (1) year after the child’s birth each time such employee has need to express milk; and
- B. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by a lactating employee or student to express milk.

Procedures have been developed and put in place to allow lactating employees and students to utilize the designated rooms for the sole purpose of expressing milk.

Each campus and/or site will have at least one (1) designated location to serve as a lactation room. Each campus and/or site shall also have at least one (1) staff member designated as a Lactating Sponsor (“LS”) to assist and provide information regarding the lactation room (*i.e.*, reserving the lactation room and obtaining the access card). LS staff members are required to update schedules, resolve scheduling conflicts, secure access control devices assigned to LS, and complete periodic review of room for maintenance and custodial issues.

Requests for access to lactation rooms are reviewed by the Employee Service Center (“ESC”). Access to the lactation room will be limited to a one (1)-year period subject to approval by the ESC. Facilities Access Control will manage access control devices.

Once the access control device has been approved, individuals will reserve/schedule and document access to rooms on established calendars. Reservations are limited to thirty (30)-minute periods. Back-to-back reservations are not allowed. Students and community members may reserve rooms by contacting a LS. Long-term use by student or community member may require additional approval by ESC.

ESC will periodically review schedules and access reports for inconsistencies and non-compliance with policy and/or procedures.

Failure to comply with policy and associated procedures may result in removal of use privileges.

The Process for Accessing the Lactation Room and a list of designated Campus and/or site Contacts can be found on the College’s Intranet. Students can access the same information through My Pima.