

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4335-01
SUBJECT: LACTATION ACCOMMODATIONS	DATE OF ISSUE: 06/25/18 REVISIONS: PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE: To establish procedures for ensuring the implementation of lactation accommodations for staff members.

II. LACTATION ACCOMMODATIONS

A. The superintendent or the superintendent’s designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

B. The provided location will have the following accommodations:

- 1. An electrical outlet or access to electricity through the provision of extension cord(s);**
- 2. Proximity to clean water;**
- 3. Adequate lighting;**
- 4. A chair and a small table, counter, or other flat surface for the employee’s use; and**
- 5. Either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.**

C. Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee’s child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues.

D. No employee shall be discriminated against for expressing milk during the workday, and reasonable effort will be made by the employee’s supervisor to provide flexibility in the employee’s work schedule in consideration of the requirements of the staff member’s responsibilities and the availability of staff members to cover those duties, as necessary.

- E. Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.**

- F. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.**