



Manatee County Board of County Commissioners Administrative Procedures Manual

Breastfeeding in the Workplace

Procedure #: 201.001

Date Issued: 01/17/17

Purpose

To establish a procedure for employees who want to breastfeed or express milk for their infants while at work.

Procedure

Manatee County Government provides a supportive environment to enable employees to breastfeed or express milk during work hours. All breastfeeding and pumping employees will be granted the opportunity to participate in the following options during the infant's first twelve months of age.

After the infant's first six months of age, participating employees will have the option to transition to or continue with Option B through the infant's first year of age. If the employee is breastfeeding the infant must be brought into the workplace by another caregiver.

Option A

Employees who are exclusively breastfeeding will be given the opportunity to have their infants brought to the workplace. This option is available if conditions in the employee's work area and job duties are conducive to successful breastfeeding without disruption of the workplace and do not place the infant in an at-risk situation. The employee will have access to a designated breastfeeding area in the workplace.

Option B

Employees who are expressing milk will have access to a designated breastfeeding area to either breastfeed their infant or pump milk. The supervisor will work with the employee to provide options for safe storage of the expressed milk.

County Responsibilities

Appropriate breaks: Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and mealtimes. Other times may be negotiated with supervisor.

Location to breastfeed: A private room or the employee's own office shall be available for the employee to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts. Expressed milk can be stored in an existing provided refrigerator, and/or in employee's personal cooler.

Education: Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners through the Employee Health Benefits plan.

Employee Responsibilities

Communication with Supervisor: Employees who are exclusively breastfeeding and wish to express milk during the work period shall keep supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the operations of the department.

Maintenance of Breastfeeding Area: Breastfeeding employees are responsible for keeping the breastfeeding area clean and providing anti-microbial wipes to clean the pump and area around it. Milk storage employees should label all expressed milk with their name and date collected to ensure the milk is not mistaken for public use. Each employee is responsible for proper storage of her milk using an existing provided refrigerator or personal storage coolers. Milk must be taken home daily and not left in the refrigerators or coolers.

Safety: The County reserves the right to designate times and places where babies may not be brought into the workplace. The safety of a baby brought into the workplace will be the responsibility of the caregiver bringing the baby and the mother. The baby may not remain within the workplace for any other purpose than breastfeeding.

This procedure is issued in accordance with the Patient Protection and Affordable Care Act signed into law on March 23, 2010, that amended Section 7 of the Fair Labor Standards Act (FLSA). See USDOL Fact Sheet #73 that follows.

Originator, Title and Department Name

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Authorization

Ed Hunzeker, County Administrator

History

Original Issue: 01/17/12

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Forms

None

Related Policy

[B.1 Personnel Policy](#), Chapter IV "Pay, Hours of Work, and Workweek"

[U.S. Department of Labor Fact Sheet #73](#)

Issued and Sunset Dates

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