



Lactation Policy

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| Owner: | HR Manager | Approving Position: | Common Council | Pages: | 2 |
| Issue Date: | | Revision Date: | | Review Date: | |
| Special Instructions: | | | | | |

I. PURPOSE

All employees who are nursing are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child unless doing so would cause an undue hardship for the City. The City of Whitewater encourages all eligible employees who intend to take breaks under this policy to notify Human Resources and their manager of their intent when they are discussing their return to work following leave relating to childbirth.

II. POLICY

A. Lactation Breaks

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct supervisor of the frequency, timing, and duration of lactation breaks they need to take. A lactation room will be provided that is private and where an employee will not be interrupted. Please contact your supervisor or Human Resources for information about the designated location for lactation breaks in closest proximity to your work area.

B. Compensation During Breaks

Lactation breaks under this policy are paid if taken during the regularly scheduled breaks set in your department. However, any break that exceeds 30 minutes whether scheduled or not, will be unpaid.

Employees who are required to record time under the City's timekeeping policy must accurately record the start and end of lactation breaks falling outside of the Department's regular break times on their time sheets in accordance with the City's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked. Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

C. Administration of This Policy

The Human Resources Department is responsible for the administering this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact the Human Resources Department.

D. No Retaliation

The City of Whitewater expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for

violations of this policy, the Fair Labor Standards Act, or applicable state or local law.

The City of Whitewater is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, the City may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.