Angelina College Guidelines for Lactation and Expressing Milk

Angelina College (College) is committed to fostering a family-friendly environment by supporting lactating individuals. These guidelines establishes procedures and accommodations for employees and students and to provide reasonable break time and private, sanitary spaces to express breast milk, in compliance with federal and state laws.

Overview

Angelina College will provide reasonable break time and private, sanitary spaces for nursing parents to express breast milk.

Human resources will oversee the accommodation process for employees with Student Affairs overseeing student needs.

Employee Accommodations

Employees may take reasonable breaks as frequently as needed, for up to one year after the birth of the child.

Exceptions beyond one year must be discussed with the employee's supervisor and Human Resources.

Supervisors may not deny a lactating employee the right to express milk during the workday and should ensure that accommodations are administered consistently, equitably, and fairly.

Employees are to plan and organize their time to meet the job responsibilities established by their supervisor. Employees are expected to complete or account for the required number of work hours in their respective workweek, unless otherwise agreed to by their supervisor or limited by their healthcare provider. Employees are to notify their supervisor of any changes needed to the agreed upon schedule in advance.

Student Accommodations

Students are entitled to reasonable breaks during the school day to meet their lactation needs.

These breaks must be treated the same as other health-related absences.

Break Time

Nursing parents may take a reasonable amount of break time as needed for the expression of breast milk. The frequency and amount of break time allowed to express breast milk may vary and will include the time required to gather, clean, store necessary equipment, and any necessary travel time to and from the location used to express milk. Supervisors will make time available if it is not feasible for the lactation time to correspond with regular breaks.

The additional time may be unpaid. If needed or desired, PTO or flexible scheduling may be used for this accommodation. If leave balances are used or if the time is unpaid, this time may count towards an employee's family and medical leave (FMLA) entitlement.

Location

The Angelina College Lactation Room is located in Room 102A of Hudgins Hall.

Room Use Guidelines

The Lactation Room is available to eligible employees and students who require a private space for lactation-related needs. The room is generally intended for use during the first year following a child's birth. Exceptions may be approved by the Senior Director of Human Resources.

The employees or students must notify their supervisor or campus manager each and every time they need to use the Lactation Room.

The student or employees using the room should ensure the door is locked from the inside.

The College has provided a small refrigerator in which to store the expressed milk however, The College is not responsible for the safekeeping of expressed milk stored in any refrigerator on the campus. Any expressed milk must be stored in sealed containers. No expressed milk can be left overnight.

There is not to be any personal equipment stored in the Lactation Room. Violations will lead to employees or students being prohibited from using the room.

Contacts

Employees – Human Resources – Student Center Room 206– 936-633-4511
Students – Student Services – Administration 104A – 936-633-3213

Fact Sheet #73: FLSA Protections for Employees to Pump Breast Milk at Work

Prohibitions on Retaliation

It is a violation of the FLSA for any person to "discharge or in any other manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding, or has served or is about to serve on an industry committee." Employees are protected regardless of whether the complaint is made orally or in writing. Complaints made to the Wage and Hour Division are protected, and most courts have ruled that internal complaints to an employer are also protected.

Prohibition of Discrimination:

Title IX prohibits discrimination based on sex, which includes pregnancy, childbirth, and related medical conditions, such as lactation.