



**POLICIES OF COLORADO STATE UNIVERSITY PUEBLO
UNIVERSITY POLICY**

Policy Title: Accommodations for Nursing Mothers	Policy ID #: 07.15.00 Category: 7. Human Resources/Institutional Equity Policy Owner: Senior Director of Human Resources
<input checked="" type="checkbox"/> Draft <input type="checkbox"/> Final	Effective Date:
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Contact(s): Office of Human Resources & Institutional Equity Email: ? Phone: 719.549.2764

POLICY PURPOSE:

CSU Pueblo is committed to supporting the health and wellness of nursing mothers and their children by providing private Lactation Rooms where breastfeeding or milk expression may be done in sanitary and comfortable settings, and to authorize reasonable flexibility in scheduling break times to allow for breastfeeding during the workday. The purpose of this policy is to provide employees and students who are breastfeeding a private place and reasonable break time to express breast milk for their nursing child.

POLICY APPLIES TO (Persons affected by):

All nursing mothers who are students or employees of the University.

DEFINITIONS:

Lactation Room: A room in reasonably close proximity to the nursing mother's work area, other than a toilet stall, where an employee or student can express breast milk in privacy. Lactation Rooms may be temporary or permanent.

POLICY STATEMENT:

CSU Pueblo recognizes the importance and benefits of breastfeeding for parents and their infants, and in promoting a family-friendly work environment for students and employees on

campus. Colorado and federal laws require that all employers, including state institutions of higher education, provide for the needs of employees who are nursing, including break times and private lactation facilities. In addition, the CSU Pueblo-COWINS Partnership Agreement, Section 7, requires CSU Pueblo to provide private lactation areas for employees to express breast milk, and to permit reasonable unpaid breaks or permit an employee to use paid break time, mealtime, or both to express breast milk in accordance with applicable laws.

1. The University, its department heads, supervisors and administrators, will provide Lactation Rooms in close proximity to a nursing mother's work area, where a nursing mother can express breast milk in privacy. Lactation Rooms are only to be used for expressing breast milk and nursing infants, not for general health, medical, relaxation or other purposes. Lactation Rooms may be designated on a temporary or permanent basis, depending on the location and needs assessment. Lactation Rooms should meet the following requirements:
 - a. Whenever feasible, the Lactation Room should consist of a private room. If a private room cannot be made available, a private area must be enclosed within a room using dividers that block the view from outside the area.
 - b. If the Lactation Room does not have a lockable door, a sign should be placed on the door or divider indicating it is in private use.
 - c. The Lactation Room should contain or be in close proximity to a women's or all-gender restroom equipped with soap and paper towels. However, the Lactation Room shall not be a toilet stall within a restroom.
 - d. Where feasible, the location should contain or be near a refrigerator to keep breast milk from spoiling.
 - e. An electrical outlet must be provided for employees who use an electric breast pump to express milk.
 - f. The Lactation Room should be equipped with a comfortable chair, suitable for use when nursing or expressing milk.
 - g. The Lactation Room should be equipped with a counter or table suitable for using supplies.
 - h. The Lactation Room must be reasonably accessible to disabled employees who are nursing mothers.
2. Reasonable break times must be afforded to employees for purposes of breastfeeding or expressing milk for up to two years after a child's birth. A flexible schedule should be arranged with the nursing mother. The time allowed must be reasonable, taking into account the proximity of a Lactation Room, available means of travel to and from that location, the number of times per day and length of time needed for breastfeeding, and

any other factors affecting the times of day and amount of time required to reasonably support the employee's request, and are in addition to the employee's regular lunch break. The U.S. Department of Labor provides [guidance as to some of these factors](#).

3. The employee's department head, once informed of the accommodation request, must take reasonable steps to identify the necessary accommodations. If a permanent Lactation Room has not been established within a reasonable proximity to the workplace, the department head should contact Facilities Management to request assistance in establishing a temporary Lactation Room.
4. An employee who anticipates the need to have lactation facilities and break times provided for lactation should inform the appropriate supervisor as early as possible of the upcoming need for accommodations. At least three weeks' notice should be given whenever possible. The employee must request only the amount of break time that is reasonably necessary for nursing, and must recognize that a suitable Lactation Room may be some distance away from their individual workplace.
5. It is the employee's responsibility to provide containers for storing breast milk and any necessary equipment. If the Lactation Room does not have a refrigerator, the employee should supply their own ice chest or insulated container and should remove it from the area after each use. The employee must also clean up after each use and remove personal items from the area. If the Lactation Room is equipped with a refrigerator where the employee stores breast milk, the container should be clearly marked with the employee's name, stored in a sanitary manner, and disposed of properly when no longer needed. Employees who are nursing are expected to cooperate with their supervisors and give due consideration to the needs of the department and co-workers when working out arrangements for nursing breaks.
6. Any disagreement between the nursing mother and their supervisor should be discussed with the department head. The Office of Institutional Equity may be contacted for assistance.
7. Students who are nursing are also provided access to Lactation Rooms on campus, although some facilities may be limited to employees within the department where they are located. Lactation Room locations are listed on the [Office of Institutional Equity web page](#).
8. Nothing in this policy shall be interpreted to mean that a nursing mother must breastfeed in a specified Lactation Room. A nursing mother may breastfeed her child in any place they have a right to be.

RESPONSIBILITIES:

1. Facilities Management: Will create Lactation Rooms that meet the requirements of this policy and ensure that they are maintained in a clean and sanitary condition.

2. Faculty members and others with responsibilities for students will work with OIE to ensure that those who are nursing mothers are afforded access to Lactation Rooms and the time needed for nursing or expressing breastmilk.
3. All CSU employees who have supervisory or management responsibilities will ensure that employees under their direction are afforded access to Lactation Rooms and the break times specified in this policy.
4. Nursing mothers have the responsibilities to make appropriate arrangements with their instructors or supervisors for lactation breaks, use breaktimes for the purposes for which they are provided, leave Lactation Rooms clean and orderly after using them, and notify Facilities Management of any Lactation Room that needs attention.

RELATED LAWS, POLICIES & PROCEDURES:

[U.S. Public Law 117-328, 136 Stat. 6093 \(Dec. 29, 2022\), “PUMP for Nursing Mothers Act”; 29 U.S.C. § 218d, Breastfeeding accommodations in the workplace.](#)

[C.R.S. §§ 8-13.5-101, et seq., Workplace Accommodations for Nursing Mothers Act](#) and 25-6-§§ 301-302.

[CSU Pueblo-COWINS Partnership Agreement, Section 7](#)

HISTORY OF REVISIONS:

Adopted:

Revised:

APPROVED:

COLORADO STATE UNIVERSITY PUEBLO

By: _____
Armando Valdez, President

Date: _____