NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

This policy provides guidelines for accommodation of employees who are breastfeeding.

POLICY:

I. POLICY

Coastal Carolina University recognizes the importance of supporting faculty and staff who choose to breastfeed. In accordance with the workplace breastfeeding support provision in the Patient Protection and Affordable Care Act and with state law, the University will provide adequate private space for the purpose of breastfeeding or expression of milk (lactation) and provide reasonable breaks for such purpose for faculty and staff employees.

II. ACCOMMODATION

Supervisors are responsible for providing employed nursing mothers with reasonable accommodations for breastfeeding or expression of milk. Such accommodations include securing a lactation room and providing reasonable breaks.

A. Location

1. A lactation room is a space that is a room above and beyond a bathroom stall or locker room. It is a private room that can be locked from the inside. When a designated lactation room is not available in the building, temporary “in-use” signage can be provided to the nursing mother for vacant rooms that meet the requirements (e.g., a conference room that is infrequently used).
2. A lactation room should contain the following basic items:
   - a supportive chair
   - a table
   - an easily accessible electrical outlet
   - a door that can be locked from the inside for the nursing mother’s privacy

B. Break Times

Supervisors should attempt to provide reasonable break time to accommodate nursing mothers’ needs.

1. Nursing mothers should be allowed to take reasonable breaks during the work day for lactation.

2. Nursing mothers may request to adjust their work schedules for lactation.

3. Supervisors and nursing mothers should work together to establish mutually convenient times. Employees should discuss the frequency and duration of the breaks with their supervisors.

4. Supervisors should ensure that there are no negative consequences to nursing mothers who need break times.

5. Nursing mothers should contact the next level of supervision or a Benefits Specialist in the Office of Human Resources and Equal Opportunity (HREO) if their immediate supervisors do not allow reasonable breaks or if their departments do not make arrangements for appropriate space for lactation.

III. PROCEDURE

A. The nursing mother is responsible for contacting her supervisor to request space and time for lactation. If the nursing mother is not comfortable requesting lactation accommodation from her supervisor, she may contact a Benefits Specialist in HREO. HREO will relay the initial request to the employee’s supervisor. HREO will not, however, be responsible for identifying a lactation room.

B. Supervisors who receive a lactation accommodation request directly or indirectly are expected to identify available space in their department/units and make efforts to provide appropriate nearby space and break time.

C. Nursing mothers who are expressing milk will be responsible for cleanup of the space provided for such purpose.

D. Nursing mothers are responsible for providing adequate storage for milk. In the event the department has refrigeration available, it is the nursing mother’s responsibility to
ensure the milk is stored appropriately in an enclosed, labeled container. The University is not responsible for the storage or refrigeration of milk.

E. If an employee has comments, concerns, or questions, please contact a Benefits Specialist in HREO.