



OPERATING PROTOCOL & PROCEDURE

Details

Number: 248
Title: Nursing Mothers Accommodations
Category: Employees
Responsibility: Human Resources
Approval Date: 5/8/17
Effective Date: 5/8/17
Revised: 5/8/19; 5/1/23

Purpose

To establish procedures for accommodating nursing mothers in the workplace.

Applicability

Employees, students, and visitors.

Definitions

None.

References

Colorado Revised Statute §25-6.302 – Breastfeeding in Public Act
(https://leg.colorado.gov/sites/default/files/images/olls/2004a_sl_371.pdf)

Colorado Revised Statute §8-13.5-101 to 104 – Colorado Workplace Accommodations for Nursing Mothers Act
(<https://cdle.colorado.gov/workplace-conditions/workplace-accommodations-for-nursing-mothers>)

Attachments or Related Forms/Documents

None.

Operating Protocol

Pueblo Community College complies with the Colorado Breastfeeding in Public Act and the Colorado Workplace Accommodations for Nursing Mothers Act

PCC recognizes that a mother has the right to breastfeed their child wherever the mother has a right to be. In addition, PCC provides workplace accommodations for nursing mothers by

providing reasonable break periods and a private location for the expression of breast milk up to two years after the child's birth.

Procedure

If a mother elects to express breast milk, the below are provided to assist.

The Pueblo Campus, Central Administration Building, Room 004, provides a private location to express milk. A secondary location is in the Health Center Facilities, but advance notice must be provided to the clinic to schedule availability.

The Executive Dean of a branch campus will identify an appropriate location as needed in coordination with the Director of Facilities and the Vice President of Human Resources.

Reasonable break times are permitted for pumping to express breast milk. Normally, the total time allowed would not exceed the time allowed for paid breaks, if any, and lunch, typically 90 minutes per day. Employees and supervisors will coordinate to meet the needs of the breastfeeding employee. Requests for time greater than normal breaks and lunch will be discussed with the supervisor and the Vice President of Human Resources or designee and may require the employee to utilize annual leave to meet the needs of the employee.

Employees

Breastfeeding employees needing lactation accommodations will give their supervisors notice of the need for accommodation, preferably prior to their return to work following the birth of the child so the supervisors may address any scheduling issues. Employees must also contact Human Resources (or Executive Dean) to schedule use of the lactation space and be given the code to the cypher lock. Employees must leave the space clean when finished.

Students

Students shall contact Student Support to schedule and gain access to the lactation space.

Visitors

Visitors shall contact Human Resources at the Pueblo campus or the Executive Dean at a branch campus to schedule and gain access to a lactation space.

An individual who believes they have not been permitted access to the benefits of this protocol may appeal via established complaint or grievance processes.