

FALMOUTH HOUSING AUTHORITY BREASTFEEDING ACCOMMODATION POLICY

As part of our family-friendly policies and benefits, Falmouth Housing Authority supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her infant.

When Falmouth Housing Authority is made aware that an employee is breastfeeding, it will engage with the employee to determine appropriate accommodations that will allow the employee to express breastmilk for her baby, and continue to perform the essential functions of her job.

Process for Requesting Accommodation

1. Pregnant and lactating employees should notify Human Resources as early as possible to arrange for appropriate accommodations.
2. Upon request for an accommodation, Falmouth Housing Authority will communicate with the employee in order to determine a reasonable accommodation to enable the employee to express breastmilk.

A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job. However, it is important to note that an accommodation that imposes an undue hardship on Falmouth Housing Authority will not be considered reasonable. “Undue hardship” means that providing the accommodation would cause the employer significant difficulty or expense.

3. As part of the communication with the employee, Falmouth Housing Authority may require an employee to provide documentation from an appropriate healthcare or rehabilitation professional with regard to certain requests for accommodation but will not require documentation for the following accommodations: (1) more frequent restroom, food, or water breaks; (2) seating; and (3) limits on lifting over 20 pounds.
4. When presented with a request for accommodation, Falmouth Housing Authority will engage in a timely, good faith and interactive process to determine effective reasonable accommodations to enable the employee to perform the essential functions of the employee’s job.

Sample Accommodations

Breaks

Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby, as required by state and federal law. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record. Where applicable, the break time should coincide with the employee’s paid break or meal time.

Space

Falmouth Housing Authority will make a reasonable effort to provide employees with a room or other locations in which to express milk. This space must not be a bathroom and will be private and – where possible – will be in close proximity to the employee’s work area.

Ideally, the space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition.

The space should be clean and equipped with an electrical outlet, and contain seating and a table or other flat surface to hold a breast pump. It should also be located near a sink with running water for hand washing and cleaning of equipment.

For non-traditional worksites, the department and supervisor will work with the employee to create a mutually acceptable solution.

Storage

Falmouth Housing Authority will allow employees to use existing refrigerators to store breastmilk. However, employees are responsible for making sure breastmilk is appropriately labeled. Additionally, Falmouth Housing Authority will not be responsible for any problems with milk resulting from temperature fluctuations or improper refrigeration.

Additional Accommodation

Absent undue hardship to Falmouth Housing Authority, Falmouth Housing Authority will provide additional reasonable accommodations as required by state law.

End of Accommodation

Falmouth Housing Authority will, absent undue hardship, reinstate the employee to the original employment status or to an equivalent position with equivalent pay or accumulated seniority and benefits when the need for reasonable accommodation ceases.

Notification

A copy of this policy will be disseminated to every incoming and current employee with the employee handbook; and will be provided to employees prior to their maternity leave.

Retaliation

Breastfeeding will not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile or offensive working environment. No employee may be retaliated against for requesting breastfeeding accommodation. Any incident of harassment of a breastfeeding employee will be addressed in accordance with policies and procedures for discrimination and harassment.

I have read and been informed about the content, requirements, and expectations of the Breastfeeding Accommodation Policy. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or Human Resources staff members.

Please read the Breastfeeding Accommodation Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Receipt By: _____

Date: _____

Approved by the Board of Commissioners: April 24, 2018