

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER THREE: PERSONNEL

POLICY 3.32: BREAK PERIODS FOR MILK EXPRESSION Page 1 of 2

I. Policy:

The Oklahoma County Juvenile Bureau (OCJB) recognizes that breast milk is the optimal food for growth and development of infants and encourages employees and management to have a positive, accepting attitude toward working mothers and nursing. Pursuant to the Patient Protection and Affordable Care Act (ACA) of 2010 and Oklahoma State Statute, Title 40. Labor, Chapter 10, Section 435, the OCJB will provide reasonable unpaid break time each day to an employee who needs to express breast milk for her child to maintain milk supply and comfort for up to one (1) year following the child's birth. The break time, when possible, shall run concurrently with any break time, paid or unpaid, already provided to the employee. This break time may be limited in the event that such time would create an undue hardship on the operations of the OCJB.

II. Definitions:

- A. Reasonable effort: any effort that would not impose an undue hardship on the operation of the OCJB.
- B. Undue hardship: any action that requires significant difficulty or expense when considered in relation to factors such as the size of the OCJB, its financial resources, and the nature and structure of its operation.

III. Procedures:

- A. The OCJB will make a reasonable effort to provide a private, secure, and sanitary room or other location in close proximity to the employee's work

area, other than a bathroom or toilet stall, where the employee can express her milk. This area will be shielded from view and free from intrusion from coworkers, the public, and clients.

- B. An employee who requires break time during her regular work schedule for expressing breast milk for her nursing child will be permitted to take sufficient break time, upon request and within the limits provided for all employee break time. The OCJB will be permit such breaks each time that the employee has the need to express the milk, for up to one year following the child's birth.
- C. When possible, the break time for expressing breast milk will run concurrently with any regularly scheduled break time, such as lunch. The OCJB may authorize time needed in excess of this regular break time to a reasonable extent using appropriate paid or unpaid leave.
- D. Employees will discuss the need for and the duration of such breaks with their supervisors prior to taking such breaks.
- E. The Human Resources Department will coordinate with each nursing mother to determine the private area in which the employee may express her milk. The employee should place the milk in a cooler-type container and may store it in OCJB refrigerators.
- F. The OCJB prohibits and will not tolerate harassment and/or discrimination against nursing employees or employment candidates (as such actions interfere with employee work performance and constitute the creation of hostile, intimidating, and offensive work environments). Any incidents of harassment and/or discrimination against a nursing employee or candidate will be addressed according to available legal, policy, and procedural remedies, and may constitute grounds for discipline up to and including termination and legal action.

Approved: _____

James L. Saffle, Director

9/16/14

Date