



PERSONNEL POLICY & PROCEDURES — SECTION 300

NUMBER: 360

SUBJECT: LACTATION SUPPORT POLICY & PROCEDURE

LAST REVIEWED: 7/20/2020

EXECUTIVE STAFF APPROVAL: 9/14/2020

BOARD APPROVAL: 10/21/2020

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360.1 PURPOSE

The purpose of this policy is to continue the family-oriented culture of Mountainland Technical College by supporting breastfeeding mothers who need to express milk during their workday.

360.2 REFERENCES

2.1 Utah HB 242 section 34-49-101,102,201-204

360.3 POLICY

For up to one year following the birth of a child, any employee who is breastfeeding her child will be provided:

1. A private, clean room, with an electrical outlet to breastfeed or express milk
2. A refrigerator for the temporary storage of the employee's breast milk
3. Reasonable breaks during the work day in order to breastfeed or express milk

360.4 PROCEDURE

- 4.1 A private room will be available at each campus to breastfeed or express milk during the employee's typical work hours. This room will be private and sanitary and have an available electrical outlet. Where possible, it should be in close proximity to running water for cleaning purposes.

This room is designated as:

Lehi Campus: Dedicated nursing room in the Administration Suite

Orem Campus: Conference Room - Room 118B

Spanish Fork Campus: Employee Break Room

Provo Campus: Employee Break room

Nursing mothers wishing to use this room may contact Human Resources for more information.

- 4.2 Any breast milk temporarily stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.
- 4.3 Employees should consult with their supervisor to determine the frequency and duration of breaks. Breastfeeding employees are allowed to use their regularly scheduled breaks to breastfeed or express milk during working hours. For time needed beyond that, employees may use paid time off or may discuss the need to make up missed time with their supervisor.
- 4.4 MTECH will not refuse to hire or promote a person otherwise qualified because the person breastfeeds or expresses milk in the workplace. MTECH will not discharge, demote, terminate, or in any way retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against a person otherwise qualified because the person breastfeeds or expresses milk in the workplace.