

Policy: 5.01

Lactation Accommodation Policy

Kansas City Kansas Community College (KCKCC) values a family-friendly environment for its employees and students. The College will provide a supportive environment to enable breastfeeding employees and students to express their milk during work and learning hours.

Lactation room

KCKCC will make reasonable efforts to accommodate employees with the use of a designated private room or other location to express milk in a private location that is free from intrusion from co-workers or the public. Each room provides an electrical outlet, comfortable chair, and nearby access to hot running water. In addition to designated lactation rooms, employees may work with their supervisors to identify a space in their department or in the building that can meet their needs for a private location (e.g. the employee's private office or a conference room that can be secured).

Lactation break time

Lactation breaks should, if possible, run concurrently with any break time already provided to the employee or at a time mutually agreed upon by the employee and their supervisor.

For non-exempt employees, in accordance with the Fair Labor Standard Act, breaks of less than thirty (30) minutes are considered paid time. Supervisors will be expect to grant reasonable flex time scheduling to accommodate lactation needs and still allow for business needs to be accomplished. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid. For additional hours that extend beyond the normal break schedule, employees can use personal leave or make up their time at the approval of the supervisor.

Student should work to schedule their lactation needs outside of their scheduled class time.

Employee Responsibility

An employee who plans to express their breast milk during the workday must communicate with their supervisor of their request for breast feeding accommodations. The employee should provide their supervisor with the frequency and duration of time needed for breaks. Supervisors should work within KCKCC policies regarding breaks and hours of work to accommodate employees who wish to express milk during the workday.

Adopted: Board of Trustee
March 20, 2018