



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.74
TO: All City Employees
FROM: Dana L. McDaniel, City Manager 
SUBJECT: Lactation Policy
DATE: November 15, 2016

I. PURPOSE

The purpose of this Administrative Order is to provide reasonable accommodations to employees who are also nursing mothers who desire to privately express breast milk.

II. POLICY

The City of Dublin is dedicated to supporting nursing mothers and therefore, it is the policy of the City of Dublin to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing child for up to one year after the child's birth. If a mother desires to express breast milk after the first year, the City will continue to support the mother within reason.

III. LACTATION BREAK TIME

Mothers wanting to express breast milk for their nursing infant will be supported to do so. The time needed for lactation breaks is impacted by individual needs and the proximity of a reasonable space for lactation. It is the City's intent to remain as flexible as possible. It is acceptable for lactation breaks to run concurrently with any break or meal time already provided to the employee. For hourly employees, any lactation breaks outside of normal break or meal time, or lactation breaks taken within an employee's normal break

time but which exceed twenty minutes, will be unpaid. However, the City wants to make lactation at work as seamless as possible and leave can be taken as paid or unpaid. If you are able to continue working while pumping, you will continue to be compensated. Options to remain in a paid status include taking personal, vacation, or compensation time or flexing work hours.

IV. LACTATION FACILITY

Supervisors, in collaboration with Human Resources, will provide appropriate private space for lactation breaks and will make reasonable efforts to ensure the lactation area is in close proximity to the employee's work area. Bathrooms and toilet stalls are not appropriate for use as a lactation space. The lactation area will be clean, well-ventilated and have a suitable chair and table space. The space will be shielded from view and free from intrusion from co-workers and the public.

The area assigned for this purpose should not be used for storage of any lactation devices, supplies, or expressed milk and should be returned to its original state after each use.

Employees occupying such private areas should either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Employees are permitted to express breast milk at the location where the employee normally works (e.g. their desk) if there is adequate privacy and a closable lockable door.

V. STORAGE OF EXPRESSED BREAST MILK

Employees storing milk in a City refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

It is highly suggested that any breast milk stored in a City refrigerator be labeled with the name of the employee and the date of expressing the breast milk. It is the employee's responsibility to remove expressed breast milk at the end of their shift.