

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Nursing Mothers in the Workplace

CHAPTER: V

SECTION: 10

EFFECTIVE DATE: 8/07

REVISION DATE: Modified for the B&ECPL effective 1/1/15, 9/13/18

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) is committed to supporting nursing mothers in the workplace in accordance with New York State Labor Law Section 206-c. The B&ECPL will provide written notification of the provisions of Labor Law 206-c to employees returning to work following the birth of a child.

No employee who chooses to express breast milk in the workplace will be discriminated against. Any employee who feels they have been discriminated against on this basis should contact Human Resources.

II. REASONABLE TIME

Reasonable break time will be provided for nursing mothers to express breast milk for up to three (3) years after the birth of a child. Breaks can be taken every three (3) hours to pump breast milk if requested by the employee. Twenty (20)

minutes for each break will be provided but more time will be allowed if needed. When possible, employees should use their regular paid or unpaid break and lunch periods to express breast milk. If additional time is needed, employees can use accrued leave, unpaid leave, or the time can be made up before or after the normal shift time with supervisor approval.

An employee who wishes to use the benefit must give her supervisor advance notice in order to allow for scheduling adjustments, if needed.

III. PROVISION OF SPACE

The B&ECPL will provide a clean, private space for employees to express milk. At minimum, this space will have a chair, table, electrical outlet and a “Do Not Disturb” sign.

A. Central Library

There is a private Lactation Room provided at the Central Library for B&ECPL employees and employees of partner organizations located within the Central Library. Said employees can contact Human Resources to obtain a key to access the Lactation Room. This space provides a chair, small table, electrical outlet and a clean water supply. The nursing mother is responsible for storage of expressed breast milk. A “Do Not Disturb” sign and a door lock is provided to avoid interruption.

B. Buffalo City Branches and Contract Libraries

Each Buffalo City Branch Library and Contract Library shall have a plan in place to provide nursing mothers space to express milk during the work day. Such space(s) shall have adequate provisions

as established by the standards set herein and in accordance with New York State law. All attempts shall be made to establish appropriate space within the library, however, in the event that space is unavailable within the library building, employee will be advised of community lactation resources in close proximity to the library. Additional time will be allowed for breaks to reasonably accommodate need to leave building.

C. Offsite Employees

Employees who work offsite or in other locations will be accommodated with a private area, as necessary.