

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 Library effective 1/1/15, 9/13/18, 6/19/24, 1/1/26

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library is committed to supporting nursing mothers in the workplace in accordance with New York State Labor Law Section 206-c. The Buffalo & Erie County Public Library 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. BREAK TIME

A paid break of thirty (30) minutes will be provided each time a nursing mother has a reasonable need to express breast milk for up to three (3) years after the birth of a child. Employees may use their regular paid or unpaid break and lunch periods for additional time needed beyond the initial thirty (30) minutes, or they may 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 their supervisor advance notice in order to allow for scheduling adjustments, if needed. It is the joint responsibility of the employee and the supervisor to ensure that the employee only uses the allotted thirty (30) minutes of paid break time for expressing breast milk and any additional time is accounted for.

III. PROVISION OF SPACE

The Buffalo & Erie County Public Library will provide a clean, well lit, private space for employees to express milk. At minimum, this space will have a chair, table, nearby access to clean running water, an electrical outlet, and a “Do Not Disturb” sign.

A. Central Library

There is a private Lactation Room for Library 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 Branches and Contract Libraries

Each Buffalo 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.