



HUMAN RESOURCES DEPARTMENT

DATE: December 14, 2016

FROM: Robert McConnell, Director of Human Resources

A handwritten signature in blue ink, appearing to read "R. McConnell", positioned to the right of the "FROM:" line.

ITEM: Nursing Mothers Break Policy

REQUEST

Please consider approval of changes to the Nursing Mothers policy.

Please place this item on the December 26, 2016 City Commission meeting.

BACKGROUND INFORMATION

The Board of City Commissioners approved a Nursing Mothers policy on 11/12/2013. Since that time we have had a request from the Public Health Nutrition Services Program Coordinator to clarify two important issues related to this policy. First, a statement that reflects that we do offer a safe water source and sink to the nursing mothers and second, a statement encouraging employees to refrigerate expressed milk by some means of refrigeration. These two issues are significant to this practice and provide a solid plan for employees wishing to nurse or express milk for their newborns. They also qualify the City of Bismarck for designation as an Infant Friendly Employer through the North Dakota Dept. of Health.

RECOMMENDED CITY COMMISSION ACTION

The Human Resource department recommends approval of this policy changes.

STAFF CONTACT INFORMATION

Robert McConnell, Director Human Resources, 701-355-1332, rmcconnell@bismarcknd.gov

REVISION DRAFT

Nursing Mother Breaks

In accordance with the Patient Protection and Affordable Care Act amendment of the Fair Labor Standards Act, the City of Bismarck employees will be given reasonable paid break time to express breast milk for a nursing child for one year after the child's birth. Employees are provided a flexible schedule for breast feeding or pumping breast milk for the child. The time should not exceed normal time allowed for lunch and breaks. However if additional time is necessary, annual leave must be used or the employee can use a flex schedule to come in early or stay late to make up the time. Flexible schedules must be approved by the supervisor prior to implementation.

At a minimum, a place other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, will be made available to employees who are nursing to express breast milk. It is the responsibility of the employee to request the need of these facilities and to coordinate break schedules in advance with their supervisor. A convenient and safe water source and sink will be made available for washing hands and breastfeeding pumping equipment. Employees that are nursing are encouraged to refrigerate expressed milk through the use of coolers or other forms of refrigeration.

City facilities that are able to provide greater resources are free to enhance these minimal guidelines.

Approval Date: 11/12/2013

Revised: