

# COMMUNITY COLLEGE OF VERMONT

## LACTATION POLICY

October 3, 2013

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See also:

*VSC Personnel Handbook*

*CCV Guest Policy*

*VSC Policy 311*

### POLICY

The College supports the practice of breastfeeding and the expression of breast milk by employees and students who are breastfeeding when they return to work or school. CCV prohibits the discrimination and harassment of employees and students who exercise their rights under this policy.

### PROCEDURE

#### ***FOR EMPLOYEES***

In support of providing a positive atmosphere for breastfeeding employees and in compliance with Nursing Mothers in the Workplace, 21 VSA 305, CCV employees should follow these procedures:

1. Upon return to work after the birth of a child and for three years thereafter, breastfeeding employees are allowed a flexible schedule that will provide reasonable time to breastfeed or express milk during work hours. Employees should contact their supervisor or designee to arrange for a flexible schedule.
2. Employees may express milk in their own offices or request a private space that has electrical access through their supervisor or Human Resources. This space may not be a restroom or storage area.
3. Per CCV's Guest Policy, employees will not bring any child with them when scheduled to work. The employee's supervisor, in order to accommodate an emergency situation, can approve a temporary exception to this policy. Exceptions are also made for CCV-sponsored events that welcome the addition of family members. However, under no circumstances are children to be left unattended at any time.
4. Any employee who has questions or concerns about this policy or who feels she may have been denied proper and appropriate accommodation related to this policy is encouraged to contact the director of human resources.

#### ***FOR STUDENTS***

In support of providing a positive atmosphere for breastfeeding students and in compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs or activities, CCV students should follow these procedures:

1. The breastfeeding mother is responsible for contacting her academic advisor or another coordinator at the academic center to request space and time to breastfeed or express milk.
2. Upon request, the College will make a reasonable effort to provide a space that can be used for breastfeeding and/or the expression of milk. The space should ensure adequate privacy for the user and have accessibility to electricity. The private location may not be a restroom or storage area.
3. Per CCV's Guest policy, children are not allowed in areas where their presence is likely to be disruptive or where their health or safety may be at risk. This includes classrooms, testing areas, learning centers, computer labs, and areas that may contain hazardous chemicals, machinery, and/or equipment.
4. Any student who has questions or concerns about this policy or who feels she may have been denied proper and appropriate accommodation related to this policy is encouraged to contact the executive director of the center, the dean of students, the College's Policy 311 coordinator and/or Title IX coordinator.