



Lactation and Breastfeeding Policy/Procedures

GA Code 34-1-6: Employer obligation to provide time for women to express breast milk for infant child.

“Charlotte’s Law”: Employers shall provide a private space to pump that is not in a restroom, which is essential in helping moms keep their expressed breast milk sterile.

Policy Statement: Albany Technical College values a family-friendly environment for its faculty, staff, students, and community members. Accordingly, upon request ATC will provide a lactating parent with a lactation room or a private location, other than a bathroom, where the individual can express breast milk or breastfeed a child.

Reason for Policy: To ensure that ATC follows the federal and state laws related to lactation and breastfeeding requirements. To ensure that ATC faculty, staff and students are provided time, space, and institutional protection to pump or breastfeed while on campus.

ATC is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination based on sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy and related medical conditions, is prohibited and illegal in admissions, educational programs, and activities, hiring, leave policies, and health insurance coverage.

Dissemination:

This policy shall be communicated to all current employees and incorporated in the new employee on-boarding orientation training and will be included in the Employee and Student handbook. This policy may either be provided individually to affected employees and students or to all employees and students generally through posting in a central location. The policy will be listed on the ATC SAFE phone app.

Minority Impact Statement: The policy does not have any disproportionate or unique impact on ATC’s minority students, staff, or faculty.

Who Should Read the Policy: All faculty, staff, and students.

Definitions:

- Lactating Parent: an individual who is providing their child with breastmilk.
- Lactation Room: a private location designated by ATC, other than a bathroom, where an individual can express breast milk or breastfeed a child.
- Reasonable Break Time: a set amount of time provided for the expression of breast milk that is decided upon by the employee/student and their supervisor/instructor.

Reasonable Time to Express Milk at Work or School: ATC will provide an employee or student with reasonable break time as needed throughout the day to express breast milk for **two years** after the child's birth. Break time provided for the expression of breast milk may not reduce an employee's compensation regardless of the length of the break being taken or result in a student incurring an academic penalty. The supervisor or instructor and the employee or student will work out a schedule for breaks.

At the discretion of the instructor, students who take lactation breaks will be provided an opportunity to make up any work missed by use of such break. The break may run concurrently with regularly scheduled break times.

The supervisor and employee will use their best judgement when determining a lactation schedule. Factors to consider include the employee's distance to the lactation room, pumping time and time spent cleaning and storing supplies.

Typical break times for pumping may vary between twenty minutes to one hour., depending on the above factors. The frequency of breaks will depend on the lactating parent's nursing schedule, as well as their child's age.

A Private Area for Milk Expression: Faculty, staff, students, and visitors will be provided upon request with a private place, other than a bathroom, in selected campus buildings, that are shielded from view and free from intrusion from co-workers or other students and the public. The room shall be designated space for lactation and for the exclusive use of women to express breast milk or breastfeed a child.

The room will:

- Be near the employee's workstation or the teacher or student's classrooms when possible.
- To ensure privacy within the lactation space, designated spaces will have designation/in-use signage, be equipped with a door lock and window coverings to block sight from the outside (if needed). If this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees, students, or the public.
- Be well lit and ventilated.
- Ensure privacy by covering any windows with a curtain, blind, or other covering.
- Contain, at minimum, a chair and a small table, counter, or other flat surface.

- Include an electrical outlet and be near a sink with running water and access to a refrigerator for breast milk storage. **(To ensure safe keeping of expressed milk, lactation parents are encouraged to bring their own storage containers and coolers)**

College Responsibilities:

ATC will:

- Maintain the cleanliness of the room or location set aside for the use of those expressing breast milk.
- **Provide a listing of lactation locations**, to ensure employees and students returning to school following the birth of a child are aware of the locations and accommodation available for individuals who need to express milk or breastfeed.
- Display Lactation room designation signage.

Faculty/Staff/Student Responsibilities:

Breastfeeding faculty, staff, and students utilizing lactation support services will:

- Give college administrators, supervisors, and instructors advance notice of the need for lactation accommodations, preferably prior to their return to work or school following the birth of the child. This will allow the opportunity for the college to establish a location and work out scheduling issues.
- Students will have access to lactation rooms based on availability and on a first-come, first-served basis, and may need to schedule access ahead of time.
- Discuss/set-up your lactation request plan of action with your supervisor or instructor to express milk.
- Maintain the designated area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general school building refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

Supervisor and Instructor Responsibilities:

- Provide reasonable break time and a private non-bathroom space to express breast milk while at work or attending classes.

Freedom from Discrimination and Harassment:

No faculty, staff, or student shall be discriminated against for breastfeeding or expressing milk during the school day, and reasonable efforts will be made to assist users of this policy in meeting their infant feeding goals while at work or school.

Any member of the college community may report a violation of this Policy to any supervisor, instructor, or Title IX Officer. Supervisors and instructors are responsible for promptly forwarding such reports to the Title IX office.

Approval Date: July 2023

Dorene Aquino, Human Resources Coordinator/Title IX Coordinator, 229-430-6597, located in the Carlton Construction Building, Room 118, main campus.

Lola Edwards, Executive Director of Human Resources, 229.430.1702, located in the Carlton Construction Building, Room 106, main campus.

Regina Watts, Special Needs-Disability Director/LEAP Program Director 229.430.2854, located in the Kirkland Building, Room 159, main campus.

Lactation and Breastfeeding Locations

Main Campus Sites

Career Services Building: Room 105, Contact Receptionist, 229.430.3939

Healthcare Technology Building: Practical Nursing Lab, Room 105, Contact Adm. Assistant, 229.430.3555.

Kirkland Administration Building: Staff Conference Room 146, Contact Adm. Assistant to V.P. of Administration 229.430.3057 or the Adm. Assistant to V.P. of Student Affairs and Enrollment, 229.430.2864

Logistics Education Center: Library Room 210, Contact Dean of Library Services, 229.430.1729

Manufacturing Innovation Technology Building: Room 113, Contact Adm. Assistant, 229.3342 or 229.430.0557

Carlton Construction Academy: Lab Breakroom, Contact Adm. Assistant, 229.430.1941

Charles Gillespie/First Responders Building: EMR Room 123, Contact EMS Program Chair, 229.430.3093 or Fire Science Program Chair, 229.430.4994

Off Campus Sites

Baker County Adult Education Center: Contact Vice President, Adult Education, 229.430.2751

Calhoun County Adult Education Center: Contact Instructor, 229.732.2977

Clay County Adult Education Center: Contact Vice President, Adult Education, 229.430.2751

Lee County Adult Education Center: Contact Vice President, Adult Education, 229.430.2751

Randolph County Adult Education Center: Contact Director Student Affairs, 229.732.5829

Terrell County Adult Education Center: Contact Instructor, 229.995.6172