

To: Faculty, Staff and Students

From: Office of Equal Opportunity & Diversity Management

Date: April 19, 2019

Re: Lactation Room Policy

In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with applicable law, Kingsborough Community College (KCC) supports the rights of nursing mothers at school and in the workplace. KCC is dedicatedatccommodating the needs of nursing mothers for break time and a private space to express breast milk on campus. This laction policy incorporates the new lactation laws in New York City, Int. No. 879-A and Int. No. 905A, effective March 18, 2019 and supersedes the CUNY Lactation Guidelines promulgated on March 23, 2015<u>This policy applies to all CUNY employees and students.</u>

CUNY is required to provide its employees reasonable break time fop to three years after they give birth to express milk. An employee mayexercise her right under this policyby utilizing her paid break or meal periods, or taking unpaid break periods. The employee may also discuss with her supervisor whether it is possible to make up some or all of the lost time by extendiG [(b)-2(y)4. lwhether it is possible to make gtidmutioov(it)de an eakuponis ee6oT eak som

## **b**actation room ómust be a sanitary place <u>other than a restroom</u>, where employees can $\ddagger š'" \ddagger \bullet \bullet , "\ddagger f \bullet - \bullet < \check{Z} \bullet \circ \bullet \check{S} < \ddagger \check{Z} \ddagger \ddagger \uparrow \uparrow "` \bullet \neg < \ddagger \frown f \bullet \ddagger \uparrow \uparrow " \ddagger \uparrow \uparrow "` \bullet < \bullet - " - \bullet < ` \bullet \ddagger \circ$

KCC has established the following aslactation rooms/spaces:

- Health Center A-108 Monday Thursday 8:00am 10:00pm

Saturday Sunday 9:00am 3:00pm

718 368 5684

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718 368 4700

These spaces are available to employees and to students, based on availability.

## Responsibil ities of Instructors

Instructors are responsible for complying with reasonable requests from lactating students regarding academic adjustments in accordance with these guidelines. For example, instructors should (1) provide students with reasonable time or time away from the classroom to accommodate their lactation schedule; (2) ensure student on tincur an academic penalty for any such breaks they may require; (3) ensure students have the ability to make up any work missed during these breaks.Pregnant and parenting studet are protected from discrimination pursuant to Title IX.

## Responsibilities of KCC

Kingsborough Community College (KCC)ully supports the rights of nursing mothers at school and in the workplace; and as such, has designated two locations for use of lactating mothers. In the unlikely event that the employee is having difficulty accessing the lactation room/space, Human Resources must engage in a cooperative dialoge (interactive process) with the employee regarding other possible workplace accommodations. If a student requires assistance the Office of Student Affairs should address, to the extent possible, any questions or concerns brought by student covered by stepolicy.

## Filing a complaint

Discrimination or retaliation against an employee who chooses to express milk in the workplace is prohibited. Students who exercise their rights to express milk pursuant to these guidelines are also protected from discrimination and retaliation. Employsewho wish to make a complaint of discrimination or retaliation should contacthe Chief Diversity Officer at 718 368 6896 and students who wish to make a complaint of discrimination or retaliation should contacthe Chief Diversity Officer at 718 368 6896 and students who wish to make a complaint of discrimination or retaliation should contact the Title IX Coordinator at 718 368 6896. Complaints or inquiries can also be sent via email to <u>AskOEO@kbcc.cuny.edu</u> and/or <u>Title IX Inquiries@kbcc.cuny.edu</u>