





## Responsibilities 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 students do not incur 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 students are protected from discrimination pursuant to Title IX.

## Responsibilities of KCC

Kingsborough Community College (KCC) fully 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 dialogue (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 its policy.

## 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. Employees who wish to make a complaint of discrimination or retaliation should contact the 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 [AskOEO@kbcc.cuny.edu](mailto:AskOEO@kbcc.cuny.edu) and/or [Title IX Inquiries@kbcc.cuny.edu](mailto:Title_IX_Inquiries@kbcc.cuny.edu)