

Mother Friendly Workplace

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk or breast-feed in the workplace. Employees must give notice of intent to express milk or breast-feed to their Principal. Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30-minute rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. ¹If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

²The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: a private office in the district office building;
2. Name of elementary school:
Oceanlake Elementary: a private office off the library
Taft Elementary: a private room off the music room
Yaquina View Elementary: a private room above the stage
Same Case Elementary: a private conference room
Toledo Elementary: a private staff office
Crestview: a private room in main office
3. Name of middle school:
Newport Middle School: a private room in main office, health room
4. Name of high school:
Taft 7-12: a private room, Athletics trainer's office
Newport High School: Health room, Teen Parent room, or Counseling Center conference room
Toledo 7-12: a private room off the staff lounge
Waldport 7-12: Coaches office in the female locker room
5. Bus Barn/Facilities and Maintenance: a private room in the building, plans room

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)