

**Memorandum  
City of Lawrence  
Human Resources Division/City Manager's Office**

**TO: Diane Stoddard, Assistant City Manager**

**FROM: Lori Carnahan, Human Resources Manager**

**CC: David L. Corliss, City Manager  
Management Team**

**Date: June 2, 2010**

**RE: Lactation Rooms**

The Health Care Reform Act, section 4207 requires break time for nursing mothers.

Program Requirements:

- Provide reasonable break time for employees to express breast milk for her nursing child for up to one year following the child's birth. The breaks do not need to be paid.
- A space must be set aside that can be used for this purpose. It cannot be a bathroom, must be shielded from view, and free from intrusions by others.
- All employers must comply (there are some provisions for exemption for employers of less than 50 employees). The Act does not supersede or replace any State law that provides greater protection.
- The act was effective March 23, 2010.

While federal regulations are not specific, it is the opinion of benefit consultant Hays Companies that for work areas with no female workers there is not a need for a pre-designated specialized space. And, for a work location with several female employees, it would be best to determine a location that could serve this purpose and have available what is needed to furnish this room if/when it is needed. Many employers have multipurpose rooms that employees can also use for "quiet time", breaks and when not feeling well. If it is a multipurpose room with regular traffic, scheduling a time to reserve the room is advisable.

Lactation Room/Space Requirements:

- The room can have multiple uses as long as the ability to reserve for lactation purposes has precedence.
- The room must be in close proximity of a sink with hot water and soap (it does not have to be in the room).
- Required furnishings: door with lock, electrical outlet, chair, table, wastebasket.
- Optional but desirable furnishings: chair with arms, refrigerator, sanitizer, foot stool, clock/clock radio, mirror, outgoing phone, related reading materials/posters.

City of Lawrence Employee Locations (list attached):

- 44 buildings from which employees work on a regular basis.
- 34 buildings currently have female workers.
- 5 buildings have a known immediate need for a room:
  - City Hall
  - Police Department-ITC
  - Public Transit
  - Risk Management
  - Utilities-Kaw Plant

Implementation Instructions

**For departments that do not currently have eligible employees:**

All departments must identify a space in each building that would be used for a lactation room should the need arise. Each space should have an existing electrical outlet, door with the ability to install a lock, a sink in close proximity, space to put a desk and a chair. Report that location to the Human Resources Manager.

When the department becomes aware of a newly eligible employee the previously identified space will need to be set up for employee use. At that time, the department would also provide the attached notification to the employee with a copy to Human Resources for the employee's personnel file.

**For departments that currently have eligible employees:**

For departments in City Hall, we have designated an inner office on the ground floor in Public Works as the lactation room. It is located in the NW section of the ground floor (next to the Public Works break room). Scheduling of the room is to be done through Joanne Eckert in Public Works (832-3213). The Legal Services Conference room on the 4<sup>th</sup> floor of City Hall has been designated as a backup location. Scheduling for that room is through Sharon Powley in Legal Services (832-3475). Send the eligible employee the attached notification with a copy to Human Resources.

Transit, Risk Management, Kaw Plant and Police ITC will need to implement a room at this time along with providing the attached notification to currently eligible employees. Report the room arrangements and a copy of the notification to eligible employees to Human Resources.

**All Employee Notification of the Program:**

Human Resources will send out an announcement of the program to all employees through regular e-mail/intranet distribution and include in the upcoming revision of the employee handbook.

Attached is a list of city locations where employees work, the employee notification letter, suggested set up of lactation rooms and examples of such rooms. Please call me at 832-3202 if you have questions.

Department	Location	Address	Female Employees	Immediate Need
<b>City Hall</b>	<b>City Hall</b>	<b>6 E 6th</b>	y	<b>yes</b>
<b>CMO</b>	<b>Public Transit</b>	<b>933 New Hampshire</b>	y	<b>yes</b>
Fire/Medical	Baldwin Station 11	212 Kibbee	y	
Fire/Medical	Station 1	746 Kentucky	y	
Fire/Medical	Station 2	2128 Harper	y	
Fire/Medical	Station 3	3708 W 6th	y	
Fire/Medical	Station 4	2819 Stonebarn Ter	y	
Fire/Medical	Station 5	1911 Stewart Ave	y	
Fire/Medical	Training Station	1941 Haskell	y	
Municipal Court	Municipal Court	1006 New Hampshire	y	
Planning & Dev Svs	Neighborhood Development	Riverfront Offices	y	
Parks & Recreation	Administration (& HR/HR)	947 New Hampshire	y	
Parks & Recreation	Carl Knox Natatorium	1901 Louisiana (Lawrence HS)	y	
Parks & Recreation	Community Bldg	115 W 11th	y	
Parks & Recreation	Depot	402 N 2nd	n	
Parks & Recreation	Eagle Bend Bldg 1	1250 E 902 Rd	y	
Parks & Recreation	Eagle Bend Bldg 2	1250 E 902 Rd	n	
Parks & Recreation	East Lawrence Center	1245 E 15th	y	
Parks & Recreation	Facility Maint	1900 Moodie	n	
Parks & Recreation	Forestry	941 E 11th	n	
Parks & Recreation	Holcom Park Diamond Center	2700 W 27th	n	
Parks & Recreation	Holcom Park Rec Center	2700 W 27th	y	
Parks & Recreation	Indoor Aquatic Center	4706 Overland Dr (Free State HS)	y	
Parks & Recreation	Landscaping	941 E 11th	y	
Parks & Recreation	Oak Hill Cemetery	1605 Oak Hill	n	
Parks & Recreation	Outdoor Aquatic Center	Kentucky	y	
Parks & Recreation	Prairie Park Nature Center	2730 Harper	y	
Parks & Recreation	South Park	1141 Massachusetts	y	
Parks & Recreation	Turf Management	941 E 11th	n	
Police	ITC	4820 W 15th	y	
<b>Police</b>	<b>Judicial &amp; LEC</b>	<b>111 E 11th</b>	y	<b>yes</b>
Police	Parking Control	947 New Hampshire	y	
Public Works	Solid Waste	1140 Haskell	y	
Public Works	Streets	1120 Haskell	y	
Public Works	Swan Bldg	N 2nd	y	
Public Works	Traffic	W 3rd	y	
Public Works	Vehicle Maint	1141 Haskell	y	
<b>Administrative Services</b>	<b>Senior Center</b>	<b>746 Kentucky, Second Floor</b>	y	<b>yes</b>
Utilities	Clinton Plant	2101 Wakarusa	y	
Utilities	Collection Systems		n	
Utilities	Distribution Warehouse		n	
<b>Utilities</b>	<b>Kaw Plant</b>	<b>720 W 3rd</b>	y	<b>yes</b>
Utilities	Wastewater Maintenance		n	
Utilities	Wastewater Plant	1400 E 8th	y	

# Memorandum

## City of Lawrence

**TO:**

**FROM:**

**CC:**        **Lori Carnahan, Human Resources Manager**  
              **Personnel File**

**Date:**

**RE:**        **Notification and Scheduling Requirements for Lactation Room**

Congratulations on your new arrival. In support of breastfeeding mothers in the workplace, the City is providing a lactation room for your personal use during work hours.

The room is located at \_\_\_\_\_. Since it is a multi-use room, advanced scheduling is required. Please contact \_\_\_\_\_ at \_\_\_\_\_ in order to schedule the room for "personal use".

For the first 12 months from the birth of your baby, you will be allowed to extend your two paid 15 minute breaks to a maximum of 30 minutes in order to express milk. Additionally, you may request to extend your unpaid lunch break if necessary.

*[Note: The program is available to all employees (full-time, part-time, extraboard, and temporary), modify to reflect the employee's specific work schedule.]*

Below is a summary of the program guidelines as outlined by the Department of Labor. Please contact Lori Carnahan at 832-3202 if you have questions or would like more information.

### Program Guidelines:

Effective March 23, 2010, the Health Care Reform Act of 2010 requires employers to permit reasonable *unpaid* break time for employees to express breast milk for her nursing child for up to one year following the child's birth.

A space must be set aside that can be used for this purpose. It cannot be a bathroom. The room can have multiple uses as long as the ability to reserve for lactation purposes has precedence. The room must be in close proximity of a sink with hot water and soap (it does not have to be in the room). Required furnishings are: door with lock, electrical outlet, chair, table and wastebasket.

## Requirements for a Lactation Support Room

A Lactation Support Room does not have to be elaborate or expensive, and is not difficult to set up. A Lactation Support Room should be a private area and not the bathroom. The chart below can guide you as you design a Lactation Support Room for your facility.

### Basic Accommodations

- ◆ Multi-purpose space with door
- ◆ Electrical outlet
- ◆ Chair
- ◆ Small table
- ◆ Wastebasket
- ◆ Sink (in room or nearby) with hot water and soap
- ◆ Mother brings own pump
- ◆ Mother provides cooler to store breast milk

### Better Accommodations

- ◆ Private area with door locks that accommodates one user at a time
- ◆ Electrical outlet
- ◆ Chair with arms
- ◆ Small table
- ◆ Wastebasket
- ◆ Sink (in room or nearby) with hot water and soap
- ◆ Mother brings own pump
- ◆ Refrigerator
- ◆ Sanitizer for spills
- ◆ Breastfeeding poster(s)
- ◆ Foot stool
- ◆ Clock/clock radio
- ◆ Mirror
- ◆ Space for pictures of babies

### Comprehensive Accommodations

- ◆ Private area with door locks that accommodates more than one user in privacy
- ◆ Electrical outlet; Outgoing phone
- ◆ Chair with arms; Small table; Wastebasket
- ◆ Sink in room with hot water and soap
- ◆ Facility provides multi-user breast pump & mothers provide collection kits
- ◆ Refrigerator
- ◆ Sanitizer for spills
- ◆ Foot stool; Clock and radio; Mirror
- ◆ Breastfeeding poster(s)
- ◆ Baby Pictures
- ◆ Library of breastfeeding resources
- ◆ Available Lactation Consultant





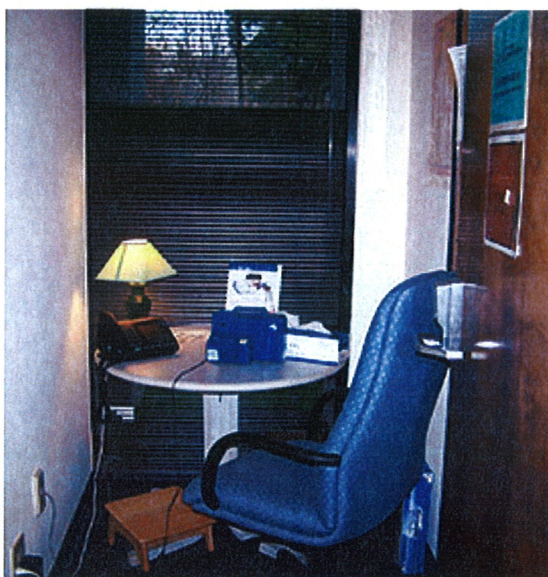
Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

## Pictures of Example Lactation Rooms

Lactation rooms provide clean, private, and comfortable space for employees to be able to pump and store their breast milk at work, to take home to their infants at the end of the workday. Lactation rooms do not need to be big or expensive and rarely are two exactly alike. Below are examples of lactation rooms at various CDC locations.







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Page last reviewed: January 6, 2010

Page last updated: January 6, 2010

Content source: Division of Nutrition, Physical Activity and Obesity, National Center for Chronic Disease Prevention and Health Promotion

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30333, USA

800-CDC-INFO (800-232-4636) TTY: (888) 232-6348, 24 Hours/Every Day -  
[cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)

