

Expression of Milk or Breast-feed in the Workplace

* (This applies to a district that employs 10 or more employees)

**When possible an employee must give reasonable notice of the intent to express milk or breast-feed to supervisor. **The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If 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.

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

1. District Office/Lincoln School of Early Learning: Board Room;
2. Coquille Valley Elementary: classrooms with windows covered and door locked, locker room office;
3. Coquille Jr/Sr High School/Bus Barn/Maintenance: office in the library, locker room office spaces, or classrooms with windows covered and door locked;
4. Winter Lakes Elementary/High School: classrooms and/or office with windows covered and door locked.

**An employee who expresses milk during work hours may use the available staff 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.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)