

# UNIVERSITY RULE

## **31.99.99.M1 Workplace Lactation Program**

*Approved December 20, 2007*

*Revised June 15, 2009*

*Next Scheduled Review: June 15, 2012*

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### **Rule Statement**

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Texas A&M University is committed to providing a work environment in which all individuals are treated with respect and dignity. The university acknowledges the challenges of balancing professional and personal responsibilities. Additionally, the university recognizes that quality of work life and support in maintaining equilibrium between work and family are necessary for optimized employee work performance.

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### **Reason for Rule**

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The university is committed to supporting employees who choose to breastfeed and recognizes the importance and benefits of breastfeeding. To assist employees in balancing the particular challenges associated with workplace milk expression, the university has implemented a Workplace Lactation Program.

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### **Rule and Responsibilities**

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#### 1. SUPPORT FOR WORKPLACE LACTATION

1.1 University employees may work predetermined and approved variations of standard work schedules (reference [University Rule 33.06.01.M1](#) and [Standard Administrative Procedure 33.06.01.M1.01](#)). Employees who wish to express milk during work hours may take reasonable breaks for that purpose. Break periods are typically up to fifteen minutes. Alternately, an employee may request a flexible schedule in accordance with [University Rule 33.06.01.M1](#).

1.2 Supervisors are encouraged to support flexible work schedules to accommodate an employee's needs associated with milk expression. An example of a flexible schedule adjustment for milk expression by a classified employee might include taking a fifteen-minute break in the

morning and in the afternoon and a thirty-minute lunch break, or by arriving fifteen minutes early to work and leaving fifteen minutes late.

## 2. PROVISION OF FACILITIES FOR MILK EXPRESSION

- 2.1 An employee may use her designated work space or other locations suitable for the purpose of expressing milk.
- 2.2 The university is committed to providing employees clean, private, accessible facilities for milk expression. Employees who express milk or breastfeed are encouraged to take advantage of the designated unisex or family restrooms and lactation rooms.
- 2.3 The locations of designated unisex or family restrooms can be found by accessing the university map at <http://aggiemap.tamu.edu> and selecting Building Data and Family Friendly Restrooms under the Legend.
- 2.4 Employees who express milk during work hours may store milk in refrigerated space in their employing departments or in other refrigerated space available to them.
- 2.5 An employee who requires assistance in locating facilities appropriate for milk expression or sanitary refrigerated milk storage should contact Human Resources.

## 3. RESPONSIBILITIES

With regard to the responsibilities associated with supporting the Workplace Lactation Program, the following will apply:

- 3.1 Supervisors shall:
  - 3.1.1 foster an environment consistent with the values expressed in Section 1 of this rule;
  - 3.1.2 be familiar with the provisions of [University Rule 33.06.01.M1](#) and [Standard Administrative Procedure 33.06.01.M1.01](#) regarding Flexible Work Schedules; and
  - 3.1.3 support employees in identifying facilities appropriate for milk expression and storage.
- 3.2 Employees shall:
  - 3.2.1 communicate with the supervisor regarding scheduling or other needs as far in advance as possible;

- 3.2.2 comply with the provisions of Flexible Work Schedule agreements as established in [University Rule 33.06.01.M1](#) and [Standard Administrative Procedure 33.06.01.M1.01](#); and
- 3.2.3 apply judgment and, when appropriate, seek approval before bringing a child into the work area for the purpose of breastfeeding. Considerations should be given to the safety of the child, respect for colleagues and the employee's work responsibilities.

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### **Related Rule and Standard Administrative Procedure**

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Rule 33.06.01.M1: *Flexible Work Schedule*  
<http://rules-saps.tamu.edu/PDFs/33.06.01.M1.pdf>

Standard Administrative Procedure 33.06.01.M1.01: *Flexible Work Schedule Procedures*  
<http://rules-saps.tamu.edu/PDFs/33.06.01.M1.01.pdf>

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### **Contact Office**

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Employees requiring more information on this policy and related matters should contact [Human Resources](#) at (979) 845-4141, or by e-mail at [worklife@tamu.edu](mailto:worklife@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)