

City of Mission Viejo Personnel Policy

Subject: LACTATION ACCOMMODATION

Statement of Intent:

To provide guidelines for administering the City's lactation accommodation policy.

Background:

Recognizing that breast milk promotes optimum growth and development of infants, the City accommodates mothers who choose to continue breastfeeding and avoid the use of infant formula, after returning to work.

Policy:

1. The City will provide a reasonable amount of break time to accommodate an employee desiring to express milk for the employee's infant child.
2. The break time shall, if possible, run concurrently with any break time already provided to the employee as defined in the Hours of Work policy. Break time for an employee that does not run concurrently with the break time authorized for the employee under the Hours of Work policy shall be unpaid unless supplemented by the use of Comprehensive Annual Leave.
3. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs, however, the needs of the City shall be considered first. A proposed flexible schedule must be in writing and approved by the City Manager, or a designee, before it is implemented.
4. The City will provide a private room or space, other than a toilet stall, close to an employee's work area to express milk. If possible, the private space will include an electrical outlet for use of an electric breast pump. To all extents possible, the City will ensure that employees are aware of these workplace accommodations prior to maternity leave.
5. The employee is responsible for communicating their need for this accommodation to their immediate supervisor or a member of the Personnel Division.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: By City Manager – August 15, 2011. (Reviewed by City Council – August 15, 2011 – Resolution No. 11-52.)