



Butte-Silver Bow Health Department

Protecting and improving the health of Butte-Silver Bow

Subject: Breastfeeding

Approved by: Karen Sullivan

Signed: 

Effective Date: Sept. 14, 2015

Revised Date:

Purpose

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Butte-Silver Bow Health Department provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

Policy

In accordance with §§ 39-2-215 to 217, Montana Code Annotated, the Butte-Silver Bow Health Department supports and encourages the practice of breastfeeding, accommodates breastfeeding needs of employees, and provides adequate facilities for breastfeeding or the expression of milk of the employee's child as provided below. This policy includes department-wide lactation support administered by the department's peer breastfeeding counselor and certified lactation counselors. The Butte-Silver Bow Health Department subscribes to the following worksite support policy.

It is unlawful, discriminatory practice to refuse to hire or employ, or to discharge or discriminate against, an employee who breastfeeds or expresses milk in the workplace.

Scope

The lactation support policy of the Butte-Silver Bow Health Department offers a supportive environment to all current and new employees who wish to express their milk during working hours and offers assistance to partners of male employees. This policy shall be communicated to all current employees and new employees as they are hired.

Employer

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Milk expression breaks
 - Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break time, employees may use personal leave or make up the time as negotiated with their supervisor.

- A place to express milk
 - A private room is available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in any employee refrigerator, in a container that is clearly labeled. Expressed milk also can be stored in the employee's personal cooler.
- Education
 - Prenatal and postpartum informational materials are available for all mothers and fathers, as well as their partners.
- Staff support
 - Supervisors are responsible for alerting pregnant and breastfeeding employees about the department's worksite lactation support opportunities, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Policy

- Communication with supervisors
 - Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department.
- Maintenance of milk expression areas
 - Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the area. Employees are also responsible for keeping the designated lactation room clean for the next user. This responsibility extends to designated milk expression areas, as well as other areas where expressing milk will occur, such as private offices.
- Milk storage
 - Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's items. Each employee is responsible for proper storage of her milk using an employee refrigerator or personal storage cooler.
- Use of break times to express milk
 - When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Responsibilities

Supervisors will:

- enumerate the work expectations of the employee;
- grant leave in accordance with applicable regulations;
- refer families to lactation support resources within the department; and

- take appropriate action if an employee is found to be abusing this policy.

Lactation counselors may provide:

- prenatal outreach/contact;
- consultation prior to the employee's return to work; and
- consultation with the employee's spouse.

The employee will provide written notification to their immediate supervisor of their intent to breastfeed and express milk upon return to work, prior to taking maternity leave, or as soon as possible, post-delivery. The employee will:

- submit a leave request if the time for expressing milk exceeds the time allowed for a break period or lunch;
- notify the supervisor of any problems experienced with the facility or accommodation provided; and
- abide by the policy so as not to jeopardize their participation.