

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  PREGNANT AND NURSING PARENT POLICY	<b>DATE APPROVED:</b>  5/16/2024	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> 376
		<b>REPLACES:</b> NEW	

- I. PURPOSE:** Calhoun County is committed to supporting our employees and their growing families. In addition to prohibiting discrimination based on pregnancy, providing leave, and providing reasonable accommodations, the County will provide time for nursing employees to express milk. Calhoun County provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Employees will be provided with reasonable break times to express milk for a nursing child in a location shielded from view and free from intrusion from coworkers and the public.
- II. RESPONSIBILITY:** The County Administrator/Controller is responsible for administration of this policy.
- III. SCOPE:** This policy applies to all County employees at every level of government, regardless of title or role.
- IV. POLICY:**

*Pregnant Employees*

Calhoun County will provide reasonable accommodations for qualified employees and job applicants with temporary physical or mental limitations due to pregnancy, childbirth or related conditions. Contact Human Resources ([hr-department@calhouncountymi.gov](mailto:hr-department@calhouncountymi.gov) or 269-781-0980) to begin the process.

The County will provide reasonable accommodations, unless doing so imposes an undue hardship, through an interactive process, a good-faith discussion between the County and employee will work to identify an appropriate reasonable accommodation.

Examples of accommodations that may be required under the Pregnant Workers Fairness Act (PWFA) include providing additional restroom breaks, reducing lifting requirements, providing leave for an employee who does not qualify for leave under the Family and Medical Leave Act (FMLA) and providing different office equipment (e.g., providing a stool for an employee who typically is required to stand).

### Nursing Employees

The County will provide a reasonable break time for an employee to express breast milk each time the employee has a need to express the milk for one year after the child's birth. Employees will be provided a place, other than a bathroom, that is shielded from view and free from intrusion in which the employee can express breast milk. Employees with children older than 12 months may request to continue to use lactation space subject to approval through Human Resources and their supervisor.

For non-exempt employees, the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) clarifies that such break time may be unpaid, unless the employee expresses breast milk during an otherwise paid break period. Time spent to express breast milk is considered "hours worked" if the employee is not completely relieved from duty during the entirety of the break. If a non-exempt employee continues to work, or is interrupted during the break, then they must be paid for the entire break. Exempt employees continue to receive their full weekly salary, regardless of any break.

Workers who telework must also be free from observation by any employer-provided or required video system, including computer camera, security camera, or web conferencing platform.

### Lactation Space

Managers should consider the following factors when determining how they will provide both reasonable break time and space for nursing employees:

- Location of space related to amenities and employee's workspace
- Amenities: availability of sink for washing and refrigerator for milk

All County buildings with active employees will provide private space for employees to express milk. The room can be a designated space for lactation; if this is not practical or possible, a vacant office, conference room, or other small room can be used as long as it is not accessible or visible to the public or other employees while the nursing individual is using the room to express milk. The lactation space will not be a restroom and will include:

- Door equipped with a functional lock
- Privacy from coworkers and the public
- Comfortable chair, small table, electrical outlet
- If multiple users share the room at the same time, the County will provide a mechanism to ensure privacy between them

If employees prefer, they may express milk in their own private workspace or in other comfortable locations agreed upon in consultation with the employee's supervisor.

### Milk Storage

Expressed milk can be stored in break room refrigerators or in designated refrigerators provided in the lactation room. Employees may also opt to provide their own personal non-electric cooler. Employees are responsible for proper storage of their milk.

Breastfeeding-Friendly Employer

Calhoun County will not discriminate against employees for expressing milk during the work period. Supervisors should make reasonable efforts to assist employees in meeting their infant feeding goals while at work.

Compliant Process

Employees should bring concerns about this process to their immediate supervisor. If still unresolved, the employee should contact Human Resources.

Retaliation against an employee for requesting the rights described in this policy is prohibited.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment.

**V. OTHER RELATED POLICIES: FMLA #371, EEO #315, Harassment #326**

This Policy can be amended or terminated at any time by the Board of Commissioners.