

Barnard College Lactation Room Policy and Procedures

Effective Date: March 18, 2019; Revised: January 1, 2023

Executive Summary

Barnard College provides reasonable break time and a private place for nursing mothers to express breast milk on campus, as well as places for proper storage of breast milk, in accordance with the Fair Labor Standards Act, New York Labor Law §206-c and NYC Council, Int. No. 905-A; 879-A, and other applicable laws and regulations.

Reason for the Policy

In compliance with federal, state and city law, Barnard is committed to addressing the needs of nursing mothers returning to work, school, or campus by providing time and space to express and store breast milk on campus. This policy will provide information about available lactation rooms and the process for requesting space.

Who is Responsible for This Policy

The Office of Human Resources is responsible for the maintenance of this policy and for responding to questions regarding it. The College reserves the right to amend this policy at any time. For questions about this policy, please contact Human Resources at (646) 745-8350 or hr@barnard.edu. Student employees should direct questions to Student Employment Services at (212) 853-0770 or beyondbarnard@barnard.edu.

Who is Governed by This Policy

All Barnard College employees, students, and visitors are governed by this policy.

Policy Statement

Availability of Lactation Rooms for Nursing Mothers

If you are a nursing mother and need a private space to express breast milk while on campus, you have the right to request a private space. Barnard will work with you to make a private space available to you.

Space and Facilities

In compliance with federal, state and city law, Barnard will provide a sanitary place, other than a restroom, that can be used to express breast milk. Each lactation room will be shielded from view and free from intrusion, and will include an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, nearby access to running water, and nearby access to a refrigerator. Any room assigned for the purposes of expressing breast milk will be within reasonable proximity to the employee's work area. The designated lactation rooms listed below

are also equipped with a breast pump. In order to use the pumps provided in each room, you will need to bring the necessary attachments.

Barnard has one designated Lactation Room, located at:

- Milbank Hall 102A

Additionally, students will have access to the lactation rooms based on availability and on a first-come, first-served basis, and may need to schedule access ahead of time, depending on employee use. Students are expected to work with their instructors and/or advisors to make up any missed work.

Requesting Access to a Lactation Room

To request access to a lactation room, you will need to sign up in advance. For information on availability and to make a reservation:

- Employees and Students—please contact Human Resources at (646) 745-8350 or at HR@barnard.edu.
- Visitors—please submit any request for access to Human Resources through your hosting department.

The college may amend this policy at any time, as needed, to update the locations of the lactation rooms and/or the procedures for requesting access.

When making an initial request for a space, it is best to provide at least 5 days advance notice. However, we will do our best to accommodate all requests. Barnard will respond to the request for a lactation room within a reasonable amount of time, not to exceed five (5) business days. Human Resources will then work with the employee, student, or visitor to determine an on-going schedule for continued use of the space, as needed.

If necessary to accommodate the needs of multiple people needing access, another room or location may be dedicated for the expression of breast milk in accordance with the standards set forth in this policy. Human Resources will notify all users of any changes in access procedures or available locations.

If, for any reason, a request for a lactation room poses an undue hardship on the College, Barnard will engage in cooperative dialogue with the employee to determine what, if any, alternative accommodation(s) may be available, and to provide a written final determination to the employee at the conclusion of the cooperative dialogue process, identifying any accommodation(s) granted or denied.

Requesting Time Off to Express Milk

Barnard will provide employees reasonable break time to express breast milk in accordance with the law. The employee shall work directly with her supervisor to determine such scheduling accommodations.

Anti-Discrimination

Barnard shall not discriminate in any way against an employee who chooses to express breast milk in the work place.

Cleaning and Sanitation

The employee, student, or visitor accessing any lactation room is expected to clean up after each use. This is not only out of respect for the next user, but to prevent contamination and illness transmission. Please allow enough time within a visit to clean up any spills and dispose of trash properly.

Barnard is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. Please be sure to label any expressed milk being stored in the refrigerators on campus.