

Barnard College Lactation Space

Effective Date: March 18, 2019; Revised: January 1, 2023; Revised: May 9, 2025

Executive Summary

Barnard College provides reasonable break time and a private place for nursing parents 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, NYC Council, Int. No. 905-A and 879- A, and other applicable laws and regulations.

Rationale

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

Responsibility for Lactation Rooms

The Office of Human Resources is responsible for the maintenance of lactation rooms and for responding to questions regarding them. The College reserves the right to make changes to lactation rooms at any time. For questions about lactation options, please contact Human Resources at (212) 854-2551 or hr@barnard.edu.

Who is Eligible to Use Lactation Rooms

All Barnard College employees, students, and visitors may use designated lactation rooms.

Parameters

Availability of Lactation Rooms for Nursing Parents

If you are a nursing parent 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 space, other than a restroom, that may 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. The designated lactation room listed below is also equipped with a breast pump:

- Milbank Hall 102A.

In order to use the pump provided, nursing parents will need to bring the necessary attachments.

Additionally, students will have access to lactation rooms based on availability. Students may need to schedule access ahead of time and are expected to work with their instructors and/or advisors to make up any missed work.

Requesting Access to Lactation Rooms

To request access to a lactation room, nursing parents must sign up in advance. For information on availability and to make a reservation, relevant groups should reach out as follows:

- Employees and Students—please contact Human Resources at (212) 854-2551 or at hr@barnard.edu.
- Visitors—please submit any request for access to Human Resources through your hosting department.

Barnard may amend this document 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 to express milk, it is best to provide at least five (5) business days advance notice. However, the College will do our best to accommodate all requests. Barnard will respond to requests within a reasonable amount of time, not to exceed five (5) business days. As needed, Human Resources will work with the employee, student, or visitor to determine an on-going schedule for continued use of the space.

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

If, for any reason, an employee's request for a lactation room poses an undue hardship to 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 existing law. Employees shall work directly with their supervisors to determine such scheduling accommodations.

According to both New York State and New York City law, paid break time of 30 minutes each day will be provided to employees who are nursing parents for up to 3 years following the birth of a child. In addition, nursing parents may use existing paid break and/or mealtime to cover any time in excess of 30 minutes each day for lactation purposes.

Anti-Discrimination

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

Cleaning and Sanitation

An employee, student, or visitor accessing any lactation room is expected to clean up after each use. This is out of respect for the next user and to prevent contamination and illness transmission. Please allow enough time within a visit to a lactation room to clean up any spills and to dispose of trash properly.

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

Relevant Laws and Regulations

Fair Labor Standards Act (FLSA) (federal law): <https://www.dol.gov/agencies/whd/pump-at-work> and <https://www.dol.gov/agencies/whd/pump-at-work/employer-responsibilities>.

New York Labor Law § 206-c: <https://www.nysenate.gov/legislation/laws/LAB/206-C>.

NYC Council, Int. No. 905-A:

<https://www.nyc.gov/assets/cchr/downloads/pdf/amendments/Int.%20No%20905.pdf>.

NYC Council, Int. No. 879-A:

<https://www.nyc.gov/assets/cchr/downloads/pdf/amendments/Int.%20No%20879.pdf>.

NYC Local Law 109: <https://www.nyc.gov/assets/cchr/downloads/pdf/Local-Law-109.pdf>.