

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Employee Leave and Compensation</b>		<b>P&amp;P-L-112</b>
<b>Workplace Accommodations for Nursing Mothers</b>		
Effective Date: 01-03-12 Supercedes:	Approval: Sheriff	Number of Pages: 1
References: 8-13.5-101, FLSA 7 (29 U.S.C. 207) (r) (1)	Reevaluation Date: Annually or as needed	Standards: CALEA 22.2.1a

## **I. POLICY**

It is the policy of the Douglas County Sheriff's Office to be in compliance with State and Federal law regarding a members' ability to express breast milk for the care of a child.

## **II. DEFINITIONS**

"Reasonable" means any effort that would not impose an undue hardship on the operation of the agency.

"Undue hardship" means any action that requires significant difficulty or expense when considered in relation to the current assignment of the employee in consideration of the special circumstances of public safety.

## **III. PROCEDURE**

The Douglas County Sheriff's Office will provide reasonable accommodations for members who are nursing to express breast milk during unpaid break time, or to use paid break time, meal time, or both, each day for up to two years after the child's birth.

Members needing such accommodation must make a formal written request to their supervisor to document their request and coordination with their supervisor, as some assignments and job duties may make accommodation more challenging or even impossible. Supervisors are to evaluate each need on an individual basis, but must use reasonable efforts to provide time, including adjustments to work schedule if necessary, and to ensure the member has a private place or area to express milk that is not a restroom and is shielded from view and intrusion from co-workers and the public to allow privacy while expressing milk.

Supervisors will provide a supplement document to the member's request on what accommodations were made, or document if the supervisor determines the accommodation would create an undue hardship. The documents shall be forwarded to the member's Division Captain for review to insure compliance with state and federal law. The documents will then be forwarded to the Personnel Coordinator and placed in the member's secured medical file. Under no circumstances should any private medical information be placed in the member's division personnel file.

By Order of the Sheriff