



## **Nursing Mothers Accommodation Policy**

Monroe College is committed to the health and well-being of students, faculty, and staff, and is proud to support the needs of nursing mothers on campus. In keeping with our family-friendly environment, we are pleased to provide a dedicated, comfortable space in King Hall in the Bronx and Harrison Hall in New Rochelle for mothers to privately express breast milk.

This policy is issued in accordance with New York Labor Law § 206-c and other applicable regulations and guidelines, including the mandates of the Lactation Amendment to the Fair Labor Standards Act (FLSA) as part of the Affordable Care Act.

### **Private Rooms on Campus for Nursing Mothers**

The College has dedicated two rooms, one on each campus, that allow mothers to express breast milk without intrusion. The rooms are centrally located in King Hall (2501 Jerome Avenue) in the Bronx (second floor, across from the President's office, as signed with "Nursing Mothers") and in Harrison Hall/Centre (main floor) in New Rochelle (406 Main Street), to ensure an easy walk from any other building on each campus.

To ensure privacy, both locations have a door with a functioning lock. Should the room be vacant but the door locked, staff in the President's Office (Bronx) or Residence Life (New Rochelle) can provide access. The College has provided door signs to alert others when the rooms are in use.

Both locations feature comfortable seating, table, nearby water supply, electrical outlets, and a small refrigerator for storing the expressed milk. The rooms are serviced daily by Facilities to maintain the cleanliness of the room.

In the event that the Nursing Mother rooms are not available as they are already in use, a suitable private office or other vacant, available room in the same building will be provided.

Please note: The College provides a small refrigerator in each room for convenience, but is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premise. Mothers are required to store all expressed milk in closed containers, regardless of the method of storage, and to bring such milk home with her each evening. The refrigerators will be emptied daily.

These rooms will be made available to students, faculty, and staff based on availability, on a first-come, first-served basis.

**Additional Information for Faculty and Staff**

Faculty and staff members should inform their direct supervisor of the need for reasonable break time each day to express milk. This accommodation is available for the duration of the mother's nursing period, with no impact the employee's compensation.

The personal and physical needs of the working mother will dictate the time length of the break, which is generally expected to be approximately 20-30 minutes each time. The College shall provide break time at least once every three hours if requested by the employee. As professionals, employees are expected to fulfill their daily work obligations around the breaks.

The College recognizes that there will be occasions when a nursing mother will need to take care of her nursing needs at times that may not be optimally convenient for her department. Supervisors and colleagues are directed to ensure a supportive environment for nursing mothers at all times.

Any faculty or staff member experiencing work stress relating to their nursing breaks is asked to please contact Kerry McLaughlin ([kmclaughlin@monroecollege.edu](mailto:kmclaughlin@monroecollege.edu) or x8306) or Iliana Lantigua ([ILantigua@monroecollege.edu](mailto:ILantigua@monroecollege.edu) or x8335) in Human Resources.

All full- and part-time faculty and staff are accommodated under this policy.

**Additional Information for Students**

The College supports student mothers and provides access to the same facilities for their use. Should class schedules or responsibilities conflict with lactation needs, the student is asked to speak with Dr. Karenann Carty, Senior Vice President and head of Academic Affairs, to request reasonable accommodations be made. She is available at [kcarty@monroecollege.edu](mailto:kcarty@monroecollege.edu) or x8772.