	Human Resources -- Policy/Procedures: Nursing Mothers Accommodations	Page 1 of 2
	Issued: December 15, 2008	Revised:

1.0 BACKGROUND AND PURPOSE

The state of Colorado, through actions of the state legislature, recognizes the importance of workplace accommodations for employees. Colorado Revised Statutes §8-13.5-101 through 104 specifically address accommodations for nursing mothers by requiring the provision of reasonable break periods and a private location for the expression of breast milk.

2.0 POLICY

Colorado School of Mines will ensure that employees will be provided with an adequate location (not a rest room) for the expression of breast milk in accordance with § 8-13.5-101 through 104 C.R.S. Mines will make reasonable efforts to provide a room or other location in close proximity to work areas where an employee can express her milk in privacy.

3.0 PROCEDURES


3.1 An employee who desires to have a private location in which to express breast milk is asked to make her request to her supervisor at least six weeks in advance of her anticipated need. This notice period will allow adequate time to identify an appropriate space.

3.2 Upon receipt of the request, the supervisor must contact and coordinate with Facilities Management so that a suitable private location near the employee's work area can be modified, if necessary, and properly equipped.

3.3 An accessible room with a lock will be provided to the employee where the employee can express breast milk in privacy.

3.4 The room will have accessible electrical outlets for electric breast pump use and be located near a sink for washing hands and rinsing pump parts. Additionally, the room will contain a comfortable chair, a small table and a wastebasket. Facilities management will post a room reservation sheet (when required) to ensure that all those needing the room will have the opportunity to use it.

3.5 A small refrigerator will be provided in a securable area for safe storage of breast milk. The refrigerator will only be used for stored breast milk. Breastfeeding mothers must provide their own containers and all milk stored in

	Human Resources -- Policy/Procedures: Nursing Mothers Accommodations	Page 2 of 2
	Issued: December 15, 2008	Revised:

the refrigerator must be clearly labeled with name and date. Those who use the refrigerator are responsible for keeping it clean.

3.6 Reasonable break time will be allowed for pumping to provide breast milk. Normally, the total time allowed would not exceed the normal time allowed for breaks, if any, and lunch. Employees and supervisors are encouraged to work flexibly to meet the needs of the breast feeding mother.

4.0 Appeals

4.1 Individuals who believe that they have not been permitted to access the benefits of this policy, may appeal via either the established Classified Employee Grievance process or the Faculty Grievance process, as applicable.

4.2 If a grievance regarding this policy is not resolved through either of these grievance processes, in accordance with the statute, non-binding mediation will be scheduled between the employee and CSM.