

**South Coast Education  
Service District**

Code: **GBDA**  
Adopted: 3/8/11  
Readopted: 5/12/15  
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Reviewed: 10/23/19  
Readopted: 12/9/19

**Lactation/Expressing Friendly Workplace \***

(This policy applies to an ESD that employs 10 or more employees)

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to their Program Administrator and Human Resources. The ESD shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the ESD.

The ESD will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the ESD may not include the time taken to travel to and from the location as part of the break period.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The ESD must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the ESD's central office and the central office of each facility.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 334.125](#)

[ORS 653.077](#)  
[ORS 653.256](#)

[OAR 839-020-0051](#)