



Procedures:

Paso Robles Joint Unified School District recognizes that breast milk is the optimal food for growth and development of infants. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the District for as long as they desire to express breastmilk. The District supports the legal right and necessity of employees who choose to express milk in the workplace.

Reason for Policy

The goals of this Policy include:

1. To establish guidelines promoting a work environment that supports breastfeeding at Paso Robles Joint Unified School District
2. To establish that employees have a right to request lactation accommodation
3. To comply with the State of California Lactation in the Workplace Ordinance and [Labor Code Section 1030](#)

Policy Text

In accordance with California Lactation in the Workplace Ordinance, breastfeeding employees will be provided breaks to express milk during working hours in a lactation space that meets minimum stipulated requirements described below. The break time shall, if possible, run concurrently with an employee's lunch and break time. If the time for an employee's break time does not run concurrently or when additional time is necessary, the break may be unpaid.

LACTATION SPACE REQUIREMENTS

Paso Robles Joint Unified will provide breastfeeding employees with space in close proximity to their work area that is shielded from view and free from intrusion from colleagues and the public, to express breastmilk. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space.

The lactation space will:

- Not be a restroom
- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, a surface to place a breast pump and personal items
- Have access to electricity
- Potentially be a multi-purpose room if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses



Procedures

LACTATION ACCOMMODATION REQUESTS

Breastfeeding employees who wish to express milk during working hours must submit a completed and signed Lactation Accommodation Form to the Human Resources Department at jigaviola@pasoschools.org at least five (5) business days in advance before the start of the request. The form must include signatures of both the employee making the request and the employee's supervisor. Any additional breaks needed to express milk beyond the employee's regular breaks/lunch breaks must be indicated on the form.

EMPLOYER RECORDS

The District will maintain a record of the written requests for lactation accommodations that include the name of the employee, the date of the request, and a description of how the District resolved the request. If an employer denies a request for Lactation Accommodation, it must save the written denial. All of these records must be maintained for three years from the date of the request.

RETALIATION

Paso Robles Joint Unified School District expressly prohibits retaliation against lactating employees for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations. To file a discrimination complaint, email jigaviola@pasoschools.org or submit an anonymous complaint via the [Whistleblower Hotline](#).

Reference of Labor Code: Pursuant to [Labor Code Section 1030](#) every employer, including the state and any political subdivision, must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission need not be paid. The employer shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section. An employer is not required to provide an employee break time for purposes of lactating if to do so would seriously disrupt the operations of the employer.

Reference [Paso Robles Joint Unified School District Board Policy 4033](#)