



Expressing Breast Milk in the Workplace

Definitions

Term	Definition
College	The State University of New York at Potsdam.
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.

Basis for the Policy

The College shall provide reasonable unpaid break time or permit an employee to use paid break time or mealtime to allow an employee to express breast milk for their nursing child each time such employee has reasonable need to express breast milk for up to three years following childbirth. The College shall not discriminate in any way against an employee who chooses to express breast milk in the workplace.

Upon request of an employee who chooses to express breast milk in the workplace, the College shall designate a room or other location which shall be made available for use by such employee to express breast milk. Such room or other location shall be a place that is: (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. Such room or other location shall provide, at minimum, a chair, a working surface, nearby access to clean running water and, if the workplace is supplied with electricity, an electrical outlet. The room or location provided by the College for this purpose shall not be a restroom or toilet stall.

If the sole purpose or function of such room or other location is not dedicated for use by employees to express breast milk, such room or other location shall be made available to such an employee when needed and shall not be used for any other purpose or function while in use by such employee. The College shall provide notice to all employees as soon as practicable when such room or other location has been designated for use by employees to express breast milk.

There is an accessible room to express breast milk in the Loughheed Learning Commons on the first floor.

Should you need access to refrigeration, or an alternate room location please contact Human Resources at extension 4816. Requests will be responded to within a reasonable time frame but not to exceed five business days.

Responsible Parties

Role	Individual/Group	Contact Info
Comply with	All Employees	N/A
Policy Executor(s)	Human Resources	Melissa Proulx Associate Vice President 315-267-2086 proulxme@potsgdam.edu

Change History

Date	Change History
June 7, 2023	Updated policy to meet NYS requirements