



UCCS CAMPUS POLICY

Policy Title: Lactation Policy

Policy Number: 100-021

Policy Functional Area: Administration/Organization

Effective: June 15, 2022

Approved by: Venkat Reddy, Chancellor

Responsible Vice Chancellor: Administration & Finance (VCAF)

Office of Primary Responsibility: Human Resources and Disability Services

Policy Primary Contact: Human Resources, 719-255-3372

Supersedes: "N/A"

Last Reviewed/Updated: April 14, 2022

Applies to: University Employees, Students, and Visitors

Reason for Policy: UCCS has adopted this policy for individuals who are attending class at, working at, or visiting the UCCS campus and addresses accessible and equitable spaces for lactating persons

I. INTRODUCTION

University of Colorado Colorado Springs ("UCCS") or ("University") recognizes the importance and benefits of breastfeeding and human milk for both the individual breastfeeding and their children, and in promoting an inclusive family-friendly work environment.

II. POLICY STATEMENT

a. General

- i. UCCS recognizes that reasonable and appropriate adjustments should be considered and offered for students and employees wishing to lactate. As a result, the University endeavors to provide time, space and reasonable adjustments to the University's work or educational programs in order to support students and employees who choose to breastfeed and/or express breastmilk.
- ii. Individuals who are visiting the UCCS campus who choose to breastfeed and/or express breastmilk may also have access to a designated *lactation room*.

b. Accommodations

i. Employment

1. The university shall make reasonable efforts to provide a room or other location near work areas, other than a bathroom or toilet stall, where an employee can express breast milk privately.
2. Employees planning to express breast milk on campus should discuss their individual needs for space and reasonable break time for this purpose with their supervisor.

3. An employee and/or the supervisor may consult with Human Resources (“HR”) in responding to an employee’s individual needs as they pertain to this policy.
- ii. Academic
 1. Students planning to breastfeed and/or express breastmilk should consult with their faculty and if needed may consult with Office of Disability Services to discuss reasonable break times or related requests for curricular adjustments.
- iii. Visitors
 1. Visitors may access a designated *lactation room* as outlined in this policy.
- iv. ADA Accommodations
 1. The University recognizes that some pregnancy-related conditions may be protected under the Americans with Disabilities Act (“ADA”), entitling students and employees to request reasonable accommodations. Any student or employee wishing to make such a request should do so in accordance with UCCS Policy 300-021 Disability Access and Accommodation. A visitor attending a UCCS event who needs an ADA accommodation should contact Event Services
- c. Designated *Lactation Rooms*
 - i. UCCS has designated *lactation rooms* on campus identified on the campus [lactation room map](#).
 - ii. Lactation rooms provide a private area that may be used for expressing breast milk. The rooms are equipped with an electrical outlet, chair, table for expressing equipment (such as an electronic or manual breast pump), nearby access to a sink, lock from inside, and, if a room has a window that needs to be covered in order to maintain privacy, a window covering.
 - iii. Facility services will clean and maintain *lactation rooms* in accordance with normal protocols.
- d. Access
 - i. Information on accessing *lactation rooms* is maintained on the Human Resources website: [Lactation room access](#)
 - ii. When existing locations are not accessible from a breastfeeding student’s class/study area or employee’s work area, or the current demand for existing spaces makes as-needed breastfeeding and/or expressing challenging:
 1. students should contact the Office of Disability Services to identify a new temporary space, as needed; and
 2. employees should contact HR.
 3. In identifying a temporary space, either HR or the Disability Services will assess the existing workspace or class/study area and coordinate with other campus departments, such as Planning, Design & Construction (“PD&C”), the Policy and Space Program Manager and the Office of Institutional Equity (“OIE”).
- e. Assessment
 - i. UCCS assesses the need for *lactation rooms* based on occupancy, accessibility, safety, need, frequency of use, and space availability.
 - ii. Program plans for new construction and major renovation projects shall evaluate and consider at least one lactation room.
 - iii. The University will assess the number, quality, and control of designated *lactation rooms* annually based on applicable laws, regulations, and industry best practices. The departments involved in this assessment include HR, college and department leaders, OIE, Facilities, PD&C, the Policy and Space Management Program Office, the Office of Diversity, Equity and Inclusion, and the Office of Disability Services. Recommendations will be made pursuant to UCCS Policy 400-006 Campus Space Management.
 - iv. The University will also include *lactation room* review as part of the 10-year Campus Master Plan Assessment
- f. Refrigeration and/or Storage

- i. Employees expressing breast milk must make their own arrangements for refrigeration, which includes, but is not limited to, the option to utilize refrigerators otherwise designated for employees, or to bring their own refrigeration device to store breast milk. Should an employee wish to bring their own refrigeration device to campus, they must receive approval from their supervisor or space authority, as applicable. The ability to bring such a personal refrigeration device to campus is subject to the availability of adequate space and power. Even after such approval is obtained, UCCS assumes no responsibility for the device or its contents. Personal refrigeration devices shall be limited to dormitory/office style mini-fridges and installed in consultation with PD&C. UCCS is not responsible for the integrity or security of breast milk stored in any refrigerator on campus and does not guarantee the safety of any storage method used. Employees who desire to leave their personal refrigeration devices on campus on an ongoing basis, in the *lactation rooms* or otherwise, may do so at their own risk. Employees must provide their own containers for storage.
- ii. Students and visitors expressing breast milk must make their own arrangements for refrigeration and storage.
- g. Office of Institutional Equity
 - i. Employees, students, and visitors may contact OIE with concerns regarding discrimination based on pregnancy or parenting.

III. KEY WORDS

Lactation room - A lactation room is a place where a lactating individual can pump breast milk in private. Bathrooms are unacceptable as lactation rooms

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. State and Federal Law
 - 1. Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207)
 - 2. Patient Protection and Affordable Care Act, Section 4207
 - 3. National Institutes of Health – Lactation Room Requirements
 - 4. Title IX of the Education Amendments of 1972
 - 5. Americans With Disabilities Act of 1990. Public Law 101-336. 108th Congress, 2nd session (July 26, 1990), 42 U.S.C. § 12101
 - 6. C.R.S. §§ 8-13.5-101, *et. seq.*, Workplace Accommodations for Nursing Mothers Act
- B. University Policy
 - 1. APS 3005 Lactation Space
 - 2. UCCS Policy 300-017 Discrimination and Harassment
 - 3. UCCS Policy 300-021 Disability Access and Accommodation
 - 4. UCCS Policy 400-006 Campus Space Management
- C. Guidelines
 - 1. UCCS Disability Services “Pregnancy Accommodations”
- D. Other Resources
 - 1. USDHHS Office on Women’s Health “Supporting Nursing Moms at Work”
 - 2. US Department of Education "Supporting the Academic Success of Pregnant and Parenting Students"
- E. Contact Information

1. OIE: Employees, students and visitors may contact the Office of Institutional Equity with concerns regarding discrimination based on pregnancy or parenting at (719) 255-4324 or equity@uccs.edu
2. HR: Employees that need assistance identifying *lactation rooms*, or have a complaint or concern with the spaces provided may contact the HR office at (719) 255-3385 or hrhelp@uccs.edu
3. ADA Coordinator: If you are an employee and need to make an application for reasonable accommodations or need information regarding the ADA, contact the ADA Coordinator at 719-255-3385 or hrhelp@uccs.edu
4. Disability Services: Students that need assistance identifying *lactation rooms*, have a complaint or concern with the spaces provided, need to make an application for reasonable accommodations or need information regarding the ADA, contact the Office of Disability Services at dservice@uccs.edu.
5. Facilities: Anyone utilizing a *lactation room* and needs to report a concern with maintenance or cleanliness may contact Facilities Services at 719-255-3313.

V. HISTORY

Initial policy approval	June 15, 2022
Revised	
Revised	