

Personnel**General Personnel Policies****Break Time for Nursing Mothers**

Upon request, the District shall provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk. For members of the professional teaching staff, "reasonable break time" generally means periods during the day when they are not engaged in instruction with students.

The District shall also provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Preferably, the space should have an electrical outlet for use by the employee.

Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purpose of expressing milk, unless such break would otherwise be compensable. As a general matter, "non-exempt" employees are those who receive overtime if they work more than 40 hours in any week. Non-exempt employees shall not engage in and work-related activities during breaks used to express milk.

Jokes or harassment based on breastfeeding will not be tolerated. If an employee is the subject of such jokes or harassment on that basis, she shall report the incident(s) through the proper chain of command for reporting harassment complaints.

All requests for break time for nursing mothers under this policy shall be made to the building principal and Director Human Resources.

Legal References: **Wisconsin Statutes – Section 111.331**
 Wisconsin Administrative Code – DWD 274.02
 Federal law – Patient Protection and Affordable Care Act

Policy Approved: **June 24, 2013**

Policy Revised: