



Right to Express Breast Milk for Nursing Mothers Policy:

Approved By and Date:

Board of Trustees, 8-12-2019

Executive Leadership Team, 7-10-2019

Kilgore College supports the practice of expressing breast milk, and will make reasonable accommodations for the needs of employees who express breast milk. Kilgore College may not suspend, or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted her rights under this policy.

Right to Express Breast Milk for Nursing Mothers Procedures:

Approved By and Date:

Executive Leadership Team, 7-10-2019

A reasonable amount of break time will be provided each time the employee has need to express breast milk for one year after the child's birth. The employee is responsible for coordinating an acceptable break time with her supervisor as far in advance as possible. Supervisors are encouraged to support flexible work schedules to accommodate such requests.

With respect to hourly employees who are non-exempt under the Fair Labor Standards Act, if the employee uses time other than a regularly scheduled compensated break time to express breast milk, then she is not required to be compensated for such breaks as long as she is completely relieved of work duties during such breaks. In situations where the College already provides compensated breaks, an employee who uses that break time to express milk will be compensated in the same way that other employees are compensated for break time.

Kilgore College shall 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. A list of designated places in both Kilgore and Longview is available from the Office of Human Resources. Access to the designated places on such lists shall be coordinated with the Office of Human Resources.