



Department of Transformation and Shared Services Mothers' Room Policy

PURPOSE

To support mothers who have given birth in the last year by providing a clean and private location for mothers who wish to express or pump breast milk during the workday.

SCOPE

This policy is governed by Arkansas Code Annotated § 11-5-116, the Fair Labor Standards Act, and Title VII of the Civil Rights Act.

POLICY

The Department of Transformation and Shared Services (TSS) supports mothers who want to pump or express milk during the workday. Federal and state law requires employers to provide reasonable break time for an employee to express breast milk for her nursing child each time she has need to express the milk for up to one year after the child's birth. This policy applies to all mothers within TSS regardless of rank, status, or position.

Room Information

TSS has a dedicated space in the Winthrop Rockefeller Building for mothers to use. The room is located at Suite 112 on the 1st floor and remains locked via a keypad that requires a code. A refrigerator reserved for the specific use of the mothers that use that room is available in the room along with a sink, an electrical outlet, a table, and other items to make the room as comfortable as possible.

The Mothers' Room will be outfitted to accommodate two mothers at once while ensuring privacy and access for both mothers. Multiple mothers can use the room simultaneously with mutual consent.

Any mother who wishes to pump at their usual workspace will be permitted to do as long as it does not create an undue hardship for TSS, and the employee is located in a private office with a door that can lock.

TSS will work with any mothers who are not located at the Winthrop Rockefeller Building to provide a private space to pump or express breastmilk.

Frequency, Length, and Duration of Time

TSS will provide a reasonable amount of time for an employee to express or pump breast milk and will not unreasonably limit the amount of time or the frequency with which a mother expresses or pumps breast milk. The mother should consult with her supervisor to determine a schedule that reasonably accommodates the pumping needs of the employee and must communicate with her supervisor if the needs should change.

If TSS believes that the accommodation requested to express or pump breast milk poses an undue hardship on TSS, then TSS will discuss reasonable alternatives with the employee to accommodate the employee's needs.

A mother who uses her break time to express milk will be compensated to the same extent and in the same way that other employees are compensated for break time. TSS does not require that the employee work while pumping. If the employee works while pumping, however, then the employee will be paid at her regular rate for that time. Employees may take reasonable unpaid breaks whenever there is need.

Roles and Responsibilities

To schedule the Mothers' Room, please use the shared calendar on the TSS intranet or contact the executive assistant in the Secretary's Office. Information on how to book the Mothers' Room is also available on the TSS intranet.

The room will be cleaned regularly, and employees who use the room should be mindful to clean up after themselves.