



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Affirmative Action and Equal Opportunity

SUBJECT: Breastfeeding Support

POLICY NUMBER: 3.113

PAGES: 2

EFFECTIVE DATE: April 26, 2011

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PERMANENT DELETION DATE:

APPROVED BY:

PRIMARY RESPONSIBILITY: Elected Officials; Managers; Human Resources Manager

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

As part of our family-friendly policies and benefits, the City of Marshfield supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

In keeping with this philosophy and in compliance with certain provisions of the Patient Protection and Affordable Care Act of the Fair Labor Standards Act, the City of Marshfield will provide support and reasonable break time to employees needing to express milk for breast feeding. The arrangements made will be a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

POLICY:

Upon request by an employee, the Department/Division Head or human resources will provide information to include the following:

1. An explanation of the policy on women who wish to express milk for breastfeeding.
2. Particular times for taking breaks. The break time will be scheduled after discussion with the employee's supervisor.
3. Employees will be required to use their normal break and/or lunch, FLEX or unpaid time. The frequency of breaks as well as the duration of each break will likely vary. The arrangements need to be approved by the employee's Department/Division Head.
4. The private area for the employee wishing to express their breast milk during the work day will be identified. Arrangements made will be a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.