

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	03-11-2015	03-11-2015	346
SUBJECT			AMENDS	
Policy Series 300: Employee Relations Lactation Accommodation Policy				
REFERENCE		RESCINDS		
Fair Labor Standards Act, 29 U.S.C § 207(r) Patient Protection and Affordable Care Act, Section 4207				

I. INTRODUCTION

The Patient Protection and Affordable Care Act (Affordable Care Act) amended Section 7 of the Fair Labor Standards Act (FLSA) and requires employers to provide reasonable break time for an employee to express breast milk for a nursing child. This directive sets forth the department's policy to accommodate the breastfeeding needs of its members and outlines the procedures for accommodating a member's lactation request.

II. TERMINOLOGY

- A. Lactation break – A reasonable period of time during a member's workday within which the member may express milk for her nursing child.
- B. Lactation location – A place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public for use by a member to express breast milk.

III. POLICY

The Department is committed to providing a reasonable time and an appropriate lactation location to accommodate a member's request to express breast milk during the workday for her nursing child, for up to one year after the child's birth.

IV. REQUESTS FOR LACTATION ACCOMODATION

- A. A member desiring to lactate will, whenever possible, provide adequate advance notice to her supervisor to schedule reasonable lactation times and to discuss any relevant workload or scheduling issues. To the extent possible, members should schedule lactation periods to run concurrently with members rest or meal periods already customarily provided to the member.
- B. A supervisor who is contacted by a member requesting a lactation accommodation will work with the requesting member's need to schedule reasonable and flexible lactation periods as needed during the member's workday and to identify an appropriate lactation location for the member to express breast milk.

- C. Supervisors will work with necessary personnel within their element to identify, prepare and ensure an appropriate sanitary and private lactation location is available. If possible, the lactation location should be in close proximity to the requesting member's assigned work location.
- D. If a member lives in the zone she works, she will be allowed to go home instead of using a police facility. If a member that does not live in the zone inquire, this will be handled on a case by case basis.
- E. Supervisors will work with the member and necessary personnel within their element to identify a convenient cold storage method for a member to keep expressed milk through the end of the member's workday.
- F. If a supervisor is unable to identify an appropriate lactation location and/or a convenient cold storage method, the supervisor will contact the Benefits Section Supervisor in the Human Resources Division for advice and assistance.
- G. Members expressing milk in lactation locations will ensure that the lactation location is left in a clean and sanitary condition after each use.
- H. Members storing expressed milk in common cold storage facilities/areas will ensure the expressed milk is stored in well-marked, secure containers and that the expressed milk is removed from the common cold storage facility/area at the end of the member's workday.
- I. Members may take unpaid leave or may use available earned time off for lactation periods necessary beyond the rest and meal time periods for which other members are customarily compensated. Members may also agree, subject to the operational needs of the element to which the member is assigned, to adjust the member's work schedule to accommodate the member's lactation needs.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 20__

Alvin Brooks
Board President

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