

## **Lactation Accommodation Policy**

The City of Ripon provides lactating employees a reasonable amount of break time to accommodate an employee desiring to express breast milk for an infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with rest periods already provided to the employee may be unpaid.

The City of Ripon will provide lactating employees with the use of a room or other suitable location for the employee to express milk in private, which is in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk. Employees with private offices may be required to use their offices to express breast milk. The City will also provide the employee with access to a sink with running water and a refrigerator or other cooling device suitable for storing milk.

Employees who desire lactation accommodations should notify the Payroll/HR Technician, who will promptly provide a response to the employee's request confirming the designated location for the employee to express milk and the refrigerator or other cooling mechanism that will be made available for the employee. The City of Ripon will not discriminate or retaliate against any employee for requesting a lactation accommodation. Employees who believe there has been a violation of this policy shall immediately notify the Payroll/HR Technician so the City will have an opportunity to address the alleged violation. Employees also have the right to file a complaint with the California Labor Commissioner for a violation of this policy.