

# Special Commissioner of Investigation for the New York City School District (SCI)

## LACTATION ROOM ACCOMMODATION POLICY

### Dedicated Lactation Room

An agency is required to provide an employee who has lactation needs with **30 minutes of paid** break time, each time they have a reasonable need to express breast milk for up to three years after the birth of a child. When employees need additional time to express breast milk that exceeds a 30-minute paid break, they are permitted to use existing mealtime or paid break time.

#### Use of Lactation Room:

SCI employees have the right to request a lactation room. SCI's dedicated lactation room is located in Conference Room C, on the 20<sup>th</sup> Floor. The lactation room is clean, private, contains at least one electrical outlet, a surface to place a pump and other personal items, a chair, is located near the kitchen, and has one door which can be locked from the inside. A refrigerator is available for employees to store breast milk. When more than one employee needs to use the designated lactation room, SCI will discuss various options with all employees who use the lactation room to determine what arrangement addresses each employee's needs such that each employee has access to the lactation room amenities. Options may include finding an alternative clean space free from intrusion or creating a schedule for use.

An accommodation will ensure each employee is afforded a reasonable amount of time to pump.

#### Lactation Accommodation Request Process:

Before an employee returns from parental leave, SCI will resend this policy to the employee electronically. This Lactation Room Accommodation Policy is posted on the SCI Website, is posted in the kitchen, copy rooms, and is distributed to employees at the commencement of employment.

Employees should request a lactation accommodation by submitting the attached Request Form to SCI's **EEO Officer**, Catherine Murphy Garcia. See Exhibit A. Catherine's email address is: [Cmurphygarcia@nycsci.org](mailto:cmurphygarcia@nycsci.org). SCI will respond to requests within five business days

If the request for a lactation room poses an undue hardship, SCI shall engage in a cooperative dialogue with the requesting employee.