

## Lactation Accommodation Procedure

In accordance with the New York City Human Rights Law, Research Foundation of CUNY provides reasonable accommodations for employees' pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, RFCUNY will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work.

RFCUNY will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to Human Resources.

## Multi-Purpose Space Available for Use for Lactation

- RFCUNY has designated rooms 758 or 619 as a lactation room for employees to express breast milk. RFCUNY will notify other employees that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time[s] when employees need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room.
- The employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes.
- RFCUNY will ensure that the multi-purpose room can be locked from the inside so that the employee pumping can do so without intrusion.
- RFCUNY will ensure that the multi-purpose room is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, a chair, and is near running water and a refrigerator to store breast milk.
- When more than one employee needs to use the multi-purpose room to express breast milk, RFCUNY will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs.
- If the multi-purpose room is unavailable for use as a lactation room when an employee needs it, RFCUNY will provide an alternative space for temporary use as a lactation room.

## Reasonable Time to Express Breast Milk

- RFCUNY will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk. RFCUNY will speak with the employee to determine a schedule of breaks that reasonably accommodates the pumping needs of the employee.
- RFCUNY does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time.

## Lactation Accommodation Request Process

- Before an employee returns from parental leave, RFCUNY will resend this policy to the employee in writing (electronically or by mail) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work.
- Employees may also independently request a lactation accommodation by contacting Jamie Wong, Human Resources. A request may be made orally or in writing by completing the Lactation Accommodation Request form. Requests should be sent to Jamie Wong and should indicate that the employee will need accommodations for expressing breast milk at work.
- Human Resources will respond to a request for a lactation accommodation **as quickly as possible**. Under no circumstances will this amount of time exceed five (5) business days. During the time it takes to respond to a request to determine the accommodation, Human Resources will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs.

## Undue Hardship

If RFCUNY believes that the lactation accommodation requested poses an undue hardship, Human Resources will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible. Human Resources will respond with a final written determination of the accommodation granted or denied no later than five (5) business days from the date of the request.