

	Applies To:	UNMCC 1201 Clinic
	Responsible Department:	Human Resources
	Revised:	10/26/2017
Title:	Lactation Room Guidelines	
Patient Age Group:	(X) N/A () All Ages () Newborns () Pediatric () Adult	

DESCRIPTION/OVERVIEW

To foster the ability of a nursing mother who is an employee to use a breast pump in the workplace.

REFERENCES

N.M. Stat. Ann. § 28-20-2 (2007) § 28-20-2. Use of a breast pump in the workplace

AREAS OF RESPONSIBILITY

Supervisors and staff

GUIDELINE PROCEDURES

A. In order to foster the ability of a nursing mother who is an employee to use a breast pump in the workplace, an employer, including the state and its political subdivisions, shall provide:

(1) a space for using the breast pump that is:

- (a) clean and private;
- (b) near the employee's workspace; and
- (c) not a bathroom; and

(2) flexible break times.

B. An employer shall not be liable for:

- (1) storage or refrigeration of breast milk;
- (2) payment for a nursing mother's break time in addition to established employee breaks; or
- (3) payment of overtime while a nursing mother is using a breast pump.

Employee and Supervisor/Manager will work together on a schedule that meets both the business needs and allows for flexible breaks to use the breast pump.

Employee may use the following Microsoft Outlook address: HSC-CC-Lactation Room to see when the Lactation Room is available. The employee can then reserve it for their use. Please see Human Resources if you need assistance in how to do a busy search and/or reserve the Lactation Room.

Employee will post a sign that states "Room in Use, Please Do Not Disturb". When this sign is posted others will not enter even if they have the key. Employee will ensure they take the sign down when finished and keep it in the Lactation Room. The sign will then be available for the next employee to use.

SUMMARY OF CHANGES

Created October 26, 2017

RESOURCES/TRAINING

Resource/Dept	Internet/Link
Human Resources	N/A

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Alma Aguilar, HR Administrator		
Consultant(s)			
Committee(s)	UNMCC Clinical Operations		Y
Nursing Director	Sandi Peacock, RN, MBA, Clinical Operations Director		Y
Medical Director	Richard Lauer, MD, FACS, Chief Medical Officer		Y
Human Resources	Alma Aguilar, HR Administrator		Y
Finance	Rodney Martinez, CFO		Y
Legal			N/A
Official Approver	Richard Lauer, MD, FACS, Chief Medical Officer		Y
Official Signature			
Approver (Optional)			
Signature			
Effective Date		11/1/2017	
Origination Date		11/1/2017	

ATTACHMENTS

(List and attach all forms needed to complete the procedure. A transaction flow chart might also be included in this section. Attach document(s), beginning on the next page, or provide an electronic file and list its filename here.)