

# BANDON SCHOOL DISTRICT #54

Code: **GBDA**  
Adopted: 12/10/07  
Revised/Readopted: 5/13/19; 9/9/19

## **Expression of Milk or Breast-feed in the Workplace\***

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to the building or department supervisor. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: a private office in the district office building or a staff room;
2. Ocean Crest Elementary School: classrooms with windows covered and door locked or a small private room located in the Ocean Crest Elementary School library;
3. Harbor Lights Middle School: classroom with windows covered and door locked, or a staff room located in the Harbor Lights Middle School building;
4. Bandon High School: classroom with windows covered and door locked, or a conference room located in the Bandon High School building;
5. Bus barn: a private office or a staff room located in the Transportation Department; and
6. Maintenance: a private office or a staff room located in the Maintenance Department.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 653.077](#)

[ORS 653.256](#)  
[OAR 839-020-0051](#)

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