

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	11/25/2020	11/25/2020	346-1
SUBJECT			AMENDS	
Policy Series 300: Employee Relations Lactation Accommodations				
REFERENCE		RESCINDS		
Fair Labor Standards Act, 29 U.S.C § 207(r) Patient Protection and Affordable Care Act, Section 4207		346		

## I. INTRODUCTION

The Patient Protection and Affordable Care Act (Affordable Care Act) amended Section 7 of the Fair Labor Standards Act (FLSA) to require employers to provide reasonable break time for an employee to express breast milk for a nursing child. This directive sets forth the department's policy to accommodate the breastfeeding needs of its members and outlines the procedures for accommodating a member's lactation request.

## II. TERMINOLOGY

- \*A. Lactation break – A reasonable period of time during a member's workday within which the member may express milk for the member's nursing child.
- B. Lactation location – A place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public for use by a member to express breast milk.

## III. POLICY

- A. The Department is committed to providing a reasonable time and an appropriate lactation location to accommodate a member's request to express breast milk during the workday for the member's nursing child, for up to one year after the child's birth.
- \*B. The Wellness room located on the third (3) floor of headquarters (HQ) is the designated lactation room.
- \*C. Members may reserve/schedule the lactation room:
  1. Other Wellness rooms may exist in restricted areas.
  2. Members may use the Microsoft Outlook calendar to schedule or cancel their lactation/reserved time. (When scheduling the room in Outlook, it will be listed as the "Wellness Room, 3<sup>rd</sup> Floor, HQ). This option will allow members to schedule weeks in advance as well as inform members of the room's availability.
  3. The instructions to schedule the "Wellness Room" can be found on the Intranets "Employee Wellness link." Upon scheduling the room the member will receive a confirmation email from [WellnessRoom@kcpd.org](mailto:WellnessRoom@kcpd.org). **Note: this email is not monitored.**

#### IV. REQUESTS FOR LACTATION ACCOMODATION

- \*A. A member desiring to lactate will, whenever possible, provide adequate advance notice to the member's supervisor to schedule reasonable lactation times and to discuss any relevant workload or scheduling issues.
- B. A supervisor who is contacted by a member requesting a lactation accommodation will work with the requesting member's need to schedule reasonable and flexible lactation periods as needed during the workday and to identify an appropriate lactation location to express breast milk.
- C. Supervisors will work with necessary personnel within their element to identify, prepare and ensure an appropriate sanitary and private lactation location is available. If possible, the lactation location should be in close proximity to the requesting member's assigned work location.
- D. If a member lives and works within the division, they will be allowed to go home instead of using a police facility. If a member does not live in the division, it will be handled on a case by case basis.
- E. Supervisors will work with the member and necessary personnel within their element to identify a convenient cold storage method for a member to keep expressed milk through the end of the workday.
- F. If a supervisor is unable to identify an appropriate lactation location and/or a convenient cold storage method, the supervisor will contact the Benefits Section Supervisor in the Human Resources Division for advice and assistance.
- G. Members expressing milk in lactation locations will ensure that the lactation location is left in a clean and sanitary condition after each use.
- H. Members storing expressed milk in common cold storage facilities/areas will ensure the expressed milk is stored in well-marked, secure containers and that the expressed milk is removed from the common cold storage facility/area at the end of the member's workday.

- \*I. Members may agree, subject to the operational needs of the element to which the member is assigned, to adjust their work schedule to accommodate lactation needs.



Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 10<sup>th</sup> day of November 2020.



W. Don Wagner  
Board President

DISTRIBUTION: All Department Personnel  
Public View Master Index – Internet  
Department Master Index - Intranet  
Policy Acknowledgement SyStem (PASS)