

William Paterson University Policy

SUBJECT:	Lactation Room Support	TITLE:	Lactation Support Policy	
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University X	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>
Responsible Executive:	Vice Presidents for Student Development and Human Resources		Responsible Office:	Office of Student Diversity & Inclusion
CODING:		ADOPTED:		AMENDED:

LAST REVIEWED: 9/28/22

I. PURPOSE

In compliance with New Jersey Law (P.L 2017, Chapter 263) William Paterson University is committed to providing a supportive environment that enables employees, students, and visitors to express milk in a private place and in a location within a reasonable distance from their work and study areas. Lactation rooms on campus are available to faculty, staff, students, and visitors.

II. ACCOUNTABILITY

The Director of Student Diversity and Inclusion and/or their designee in The Office of Student Diversity and Inclusion is the assigned University administrator for this policy.

III. APPLICABILITY

This policy applies to all William Paterson University faculty, staff, students, and visitors to the University campus.

IV. DEFINITION(S)

A. *Designated Lactation Room:* A space on the William Paterson University campus that is dedicated to accommodating the needs of those who are lactating and/or nursing. Sanitary Lactation Rooms are equipped with a comfortable chair, a small table, an electrical outlet, and a sink with running water.

Refrigeration/storage is not provided, and in all locations, lactating individuals will need to provide their own pump.

B. *Alternative Lactation Room:* A suitable room with privacy with nearby access to a sink with running water. Refrigeration/storage is not provided, lactating individuals will need to provide their own pump.

V. BACKGROUND

Effective Jan. 8, 2018, New Jersey law (P.L.2017, Chapter 263) requires protections and accommodations for employees who breastfeed and wish to pump in the workplace. All employers must provide reasonable accommodations to lactating and nursing employees which include reasonable break time and a private place to express milk other than a bathroom stall that is in close proximity to the employee’s work area.

VI. POLICY

William Paterson University complies with state and federal law pertaining to enabling lactation.

- A. New Jersey Law (P.L 2017, Chapter 263) allows a break time to express breast milk for nursing individuals. New Jersey Law does not restrict an employee's right to pumping breaks to a specific number of months or years after the birth of the child. Employees are expected to discuss scheduled breaks with their immediate supervisors if these breaks exceed the contractual lunch/break time periods.
- B. Fair Labor Standards Act (FLSA) (29 U.S.C.207(r)1-4) requires employers to provide reasonable break time for an employee to express milk for their nursing child for one year after the child's birth. This law applies to employees who are eligible for overtime pay. Employees are expected to discuss scheduled breaks with their immediate supervisors if these breaks exceed the contractual lunch/break time periods.

VII. PROCEDURE(S)

1. Employees and students seeking access to a designated Lactation Room complete the [Lactation Room Support Form](https://forms.office.com/r/ffjXWAXw9c) (<https://forms.office.com/r/ffjXWAXw9c>) to schedule and gain card access or receive a key for the Lactation Room of their choice.
2. Visitors who require assistance may contact University Police for access to designated locations: **Hunziker 300** via Key number: "Hunziker 300" and **1600 Valley Road Room 1014** using via card swipe. For access to the Student Center, visitors see the Hospitality Services Front Desk Building Manager.

VIII. RELATED POLICY INFORMATION

Location of Designated Lactation Rooms

- 1. Hunziker Hall, Room 300**
- 2. Student Center, Room 305**
- 3. 1600 Valley Road, Room 1014**

University Resources

- A. Office for Student Diversity & Inclusion <https://www.wpunj.edu/osdi>
- B. Human Resources <https://www.wpunj.edu/human-resources/>
- C. Social Worker for Student Support Services
<https://www.wpunj.edu/enrolled/student-development/dean-of-students/social-worker>
- D. University Police Department <https://www.wpunj.edu/police/>

By Direction of the President and Cabinet:

Date: 9/28/22