**Mother-Friendly Worksite**  **UPPS No. 04.04.61**

**Issue No. 3**

**Effective Date: 06/10/2022**

**Next Review Date: 07/01/2027 (E5Y)**

**Sr. Reviewer: Assistant Vice President for Human Resources**

**POLICY STATEMENT**

*Texas State University is committed to providing and promoting a work environment that is supportive of nursing mothers and encourages breastfeeding of their children following their child’s birth.*

1. **SCOPE**
   1. This document establishes policies and procedures for the Texas State University Mother-Friendly Worksite program to be administered in accordance with [Texas Health and Safety Code §165.003](http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.165.htm), which recognizes that a mother is entitled to breastfeed their baby in any location that the mother is entitled to be.
2. **PROCEDURES FOR IMPLEMENTATION OF A MOTHER-FRIENDLY WORKSITE**

02.01 Managing Break Time

1. Nursing mothers may use reasonable break time as needed for milk expression. The frequency and duration of breaks for this purpose may vary as determined by the needs of the mother. This is considered paid time; however, nursing mothers should first utilize their normal break periods.

b. Any questions arising to the reasonableness of the frequency and duration of breaks will be determined by the supervisor. Appeals should be directed to the department head for resolution.

c. Supervisors and managers are responsible for ensuring that the duties of the nursing mother are covered during mil expression breaks.

02.02 Educational Information

1. Informational materials about breastfeeding are available to employees on the Human Resources [website](https://www.hr.txstate.edu/worklife/life-experiences/newparent.html).

b. Human Resources will notify all employees about this policy as part of the New Employee Welcome (NEW) program.

c. Supervisors are responsible for alerting pregnant and breastfeeding employees about this policy for breastfeeding support.

02.03 Space

1. A list of private rooms available for employees to express milk is located on the Human Resources [website](https://www.hr.txstate.edu/worklife/life-experiences/newparent.html). Employees may check out a key to use private rooms as needed. Contact information to obtain keys for each private room is also listed on the website. Each private room is equipped with an electrical outlet and either a sink or access to a women’s and family restroom nearby for cleanup. Most private rooms also have a small refrigerator. Expressed milk should be stored in the employee’s personal cooler or in a common refrigerator. When storing expressed milk in a common refrigerator, containers should be clearly labeled.
2. When more than one employee needs to use the private room, employees will need to work together and coordinate with the key contact person for the private room to negotiate milk expression times that meet everyone’s needs. The Work Life coordinator in Human Resources serves as the central point of contact.

1. If an employee prefers, they may also express milk in their own private office, or in another private location agreed upon in consultation with the employee’s supervisor.
2. **REVIEWERS OF THIS UPPS**

03.01 Reviewers of this UPPS include the following:

Position Date

Assistant Vice President for July 1 E5Y

Human Resources

Chair, Faculty Senate July 1 E5Y

Chair, Staff Council July 1 E5Y

**04. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Assistant Vice President for Human Resources; senior reviewer of this UPPS

Vice President for Finance and Support Services

President