

STANDARD ADMINISTRATIVE PROCEDURE

31.99.99.M0.01 Workplace Lactation Program

Approved November 13, 2023

Next Scheduled Review: November 13, 2028

Reason for SAP

Texas A&M University recognizes that maintaining a balance between work and family is necessary for optimized employee work performance. The university is committed to supporting employees who choose to lactate at work. To assist employees with challenges associated with workplace milk expression, and to comply with the Pump Act and Patient Protection and Affordable Care Act (PPACA), the university has implemented a Workplace Lactation Program.

Procedures and Responsibilities

1. Support for Workplace Lactation

1.1 Employees who wish to express milk during work hours are entitled to take reasonable breaks as frequently as needed for up to one year following the birth of the employee's child. Exceptions beyond one year should be discussed in advance with the employee's supervisor.

1.1.1 Break time specifically for this purpose does not have to be compensated as working time as long as the employee is completely relieved of her work duties. However, if a department allows paid breaks for other purposes, an employee who uses that break time to express breast milk must be compensated in the same way that other employees are compensated for break time.

1.1.2 The frequency and amount of break time allowed to express breast milk may vary and will include the time required to gather, clean, store necessary equipment, and any necessary travel time to and from the location used to express milk (See Section 2).

1.2 Employees may work predetermined and approved variations of standard work schedules, see <https://employees.tamu.edu/compensation/resources/flexible-work.html>.

- 1.3 When needed, supervisors must support flexible work schedules to accommodate breaks associated with milk expression.
2. Provision of Facilities for Milk Expression
 - 2.1 The university is committed to making available, when needed, to nursing mothers, temporary or permanent space that is shielded from view, and is free from intrusion from coworkers and the public.
 - 2.2 The space must have a place for the nursing mother to sit and a flat surface, other than the floor. The space cannot be a bathroom.
 - 2.3 A space with an electrical outlet, sink with hot water within or nearby, refrigerator within or nearby, space to store nursing equipment, and a door that locks is preferred but not required.
 - 2.4 Offices, conference rooms, and meeting rooms can be used as a lactation space on a temporary or permanent basis.
 - 2.5 If the space is not dedicated to the nursing mother's use, it must be made available when needed.
 - 2.6 With supervisor approval, an employee may use her designated workspace or other locations suitable for the purpose of expressing milk.
 - 2.7 Permanent lactation spaces identified on campus can be found at <https://titleix.tamu.edu/title-ix-and-pregnancy-students/lactation-spaces/>.
3. Responsibilities
 - 3.1 Supervisors must:
 - 3.1.1 Foster an environment consistent with the values expressed in Section 1 of this SAP,
 - 3.1.2 Be familiar with Flexible Work Schedules provisions, see <https://employees.tamu.edu/compensation/resources/flexible-work.html>,
 - 3.1.3 Identify facilities appropriate for milk expression as outlined in Section 2 of this SAP, and
 - 3.1.4 Discuss with an expectant mother her potential plans to express milk upon return to work. This gives departments time to plan for adjustments. The supervisor may delegate this responsibility to an appropriate female staff member.

- 3.2 Employees must:
 - 3.2.1 Communicate with the supervisor regarding scheduling or other needs as far in advance as possible if planning to express breast milk while at work; and
 - 3.2.2 Comply with the provisions of Flexible Work Schedule agreements.
 - 4. Complaints
 - 4.1 Contact HROE Employee Relations with questions or concerns at employee-relations@tamu.edu or 979-845-4141.
 - 4.2 Complaints or concerns may also be directed to the:
 - 4.2.1 Title IX Pregnancy Accommodation Coordinator at TIX.Pregnancy@tamu.edu or 979-845-8116, or
 - 4.2.2 U.S. Department of Labor - Wage and Hour Division or to file a private cause of action seeking appropriate remedies, you can call or visit any [Wage and Hour Office](#) to ask questions or file a complaint. You can also call the toll-free help line: 1-866-4USWAGE (1-866-487-9243).
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Related Policies, Regulations, Rules or Resources

Flexible Work Schedules

<https://employees.tamu.edu/compensation/resources/flexible-work.html>

Patient Protection and Affordable Care Act (PPACA)

<https://www.hhs.gov/healthcare/about-the-aca/index.html>

Providing Urgent Maternal Protections for Nursing Mothers Act (Pump Act)

<https://www.dol.gov/agencies/whd/pump-at-work>

[Texas A&M Interactive Campus Map \(select services and lactation options for locations\)](#)

<https://aggiemap.tamu.edu/map/d>

Lactation Spaces on Campus

<https://titleix.tamu.edu/title-ix-and-pregnancy-students/lactation-spaces/>

Contact Office

Employee Relations

employee-relations@tamu.edu
979-845-4141