

## December 15, 2025 Commissioners Meeting

### Update of Non-Union Personnel Policy Appendix D - LACTATION BREAKS POLICY

In recognition of the well documented health advantages of breastfeeding for infants and mothers, and ~~26 M.R.S. §604 (“Nursing mothers in the workplace”)~~ and in accordance with Maine State Law and the PUMP for Nursing Mother Act/Fair Labor Standards Act (FLSA), the County seeks to provide a supportive environment to enable breastfeeding employees to express their milk during work hours (as defined below) for their nursing child for up to three (3) years following child birth. **This policy applies to all current employees and shall be included in new employee orientation training. Human Resources will be responsible for overseeing the implementation of this policy and addressing any concerns or inquiries related to lactation accommodations. This policy shall be communicated to every incoming and current employee through employee handbook. Information about workplace lactation support (including this policy) shall also be provided to employees prior to their maternity leave. More information can be found in this Returning to Work Toolkit for employees.**

**Discrimination and harassment of employees who are expressing milk or breastfeeding/chestfeeding their child in any form is unacceptable and will not be tolerated. Any act that intentionally invades a lactating individual’s privacy shall be treated as a disciplinary offense and reported to the appropriate manager.**

#### Organization Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- **Milk Expression Breaks:** Breastfeeding employees shall be allowed to express milk during work hours using their normal paid breaks and meal times. If this time is insufficient, the employee should discuss the situation with their supervisor and the supervisor may consider granting the employee flexible working arrangements. Additional unpaid breaks shall be provided each time the employee has the need to express breast milk. Employees may use earned paid time (vacation, personal, compensatory, sick) to cover the lactation breaks. There is no minimum or maximum limit on the number of breaks per day or the duration of the breaks.
- **A Place to Express Milk:** A clean room or other location (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and will have an electrical outlet. Human Resources will work with each nursing mother and their Department to determine a private and secure area where they may express milk. If employees prefer, they may also express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor.

#### Employee Responsibilities

- **Communication with Supervisors:** Employees who wish to express milk during the work day shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the County.
- **Maintenance of Lactation Rooms:** Employees shall be responsible for keeping the general lactation break rooms they use clean for the next user.

**This lactation-friendly workplace policy will be reviewed regularly to ensure its effectiveness and compliance with applicable state and federal laws.**