



# Lactation Rooms

Policy CP002

Responsible Administrator(s): Vice President of Human Resource Management and Labor Relations and Vice President of Enrollment Management and Student Success

Responsible Office(s): Office of Human Resource Management and Labor Relations and the Department of Student Life

Issued: June 2020

## Policy Statement

Fashion Institute of Technology (“FIT” or “the college”) will make available private lactation rooms for employees and students for purposes of nursing and expressing breast milk.

## Reason for the Policy

Pursuant to New York City Local Laws 185 and 186, this policy is intended to support lactating individuals who choose to nurse or express breast milk, and to comply with applicable federal, state, and city laws. Employees and students who need other accommodations, such as adjustments to work or class schedules, should refer to the *Reasonable Workplace Accommodations* policy (applicable to employees) or the *Disability Accommodations and Support Services* policy (applicable to students).

## Who is Responsible for this Policy

- The Office of Human Resources Management and Labor Relations (“Human Resources”)
- The Department of Student Life
- All Department supervisors/Department Chairpersons

## Who is Affected by this Policy

- All FIT employees
- All FIT students

## Definitions

- **Lactation room:** a sanitary place, other than a restroom, that can be used for breastfeeding or expressing breast milk shielded from view and free from intrusion and that includes at minimum a locking door, an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water.

## Principles

The college shall provide a suitable lactation room for the expression of breast milk. The college will provide reasonable break times for employees and students to express breast milk. The college will not

unreasonably limit the amount of time or the frequency that an employee or student expresses breast milk, including during class time. If providing all aspects of a lactation room normally required by law would create an undue hardship, the college will engage in a cooperative dialog with the employee to figure out the best possible accommodation to enable the employee to express breast milk at work.

## Responsibilities

- **Office of Human Resources Management and Labor Relations:**
  - Provide information about this policy when an employee discusses maternity leave and plans for returning to work or upon request;
  - Receive and respond to requests from employees for lactation rooms under this policy; and
  - Provide employees with information regarding the designated lactation rooms in closest proximity to the employee's work area.
  
- **The Department of Student Life:**
  - Receive and respond to requests from students for lactation rooms under this policy; and
  - Provide students with information regarding the designated lactation rooms in closest proximity to the student's academic space.
  
- **Supervisors:**
  - Refer employees to Human Resources for inquiries relating to breastfeeding accommodations and/or the use of lactation rooms;
  - Be aware of the requirements of this policy and understand their obligation to support employees who are breastfeeding. Supervisors should **not** request documentation or additional information from employees who make requests under this policy. Supervisors should defer to Human Resources' decisions pursuant to this policy;
  - May not interfere with an employee's use of scheduled break time or meal periods for breastfeeding;
  - To the extent necessary based upon the employee's circumstances, work collaboratively with the employee and Human Resources to develop a reasonable, flexible work schedule that is mutually convenient for the employee's circumstance and the work unit on a case-by-case basis, taking into account:
    - the time it takes to walk to/from the lactation space;
    - the proximity of a clean, safe water source; and
    - the time it takes to store the milk in a refrigerator.
  
- **Employees:**
  - Employees have a right to request a lactation room.
  - Submit written requests (from your FIT email account) for the use of a lactation room to Human Resources pursuant to this policy's procedures;
  - If lactation breaks are needed outside of the employee's regularly scheduled meal breaks, then, based upon the employee's circumstances, the employee should work collaboratively with Human Resources and supervisor(s) to develop a reasonable, flexible work schedule that is mutually convenient for the specific needs of the employee and the work unit, taking into account:
    - the time it takes to walk to/from the lactation space;

- the proximity of a clean, safe water source; and
    - the time it takes to store the milk in a refrigerator.
  - Comply with the provisions of this policy governing the storage of breast milk.
- **Students:**
    - Written requests (from your FIT email account) for the use of lactation rooms to The Director of the Department of Student Life or designee;
    - Comply with the provisions of this policy governing the storage of breast milk.

## Procedures

Lactation rooms are available on a first-come, first-served basis. In the event that two or more individuals need to use a lactation room at the same time, or no lactation space is free at the time requested, Human Resources and The Department of Student Life will collaboratively address the situation on a case-by-case basis and ensure an alternate space can be provided.

- **Lactation Rooms:**
  - **Employees:**  
Employees who wish to request a lactation room under this policy should do by submitting a request to the [HR Solution Center](#). Human Resources will promptly respond to requests within 24 hours.
  - **Students:** Students who wish to request a lactation room under this policy should direct such written requests to The Director of the Department of Student Life or designee. The Department of Student Life will respond to this request within a reasonable amount of time, not to exceed five (5) business days following receipt.
- **Milk Storage:**
  - Employees and students may store expressed milk in a personal cooler or in a refrigerator on the premises. However, when utilizing an FIT refrigerator, all expressed milk must be stored in closed containers, and the employee must bring such milk home at the end of each day.
  - The college is not responsible for the safekeeping of expressed breast milk stored in any refrigerator on its premises.

## Violations

Individuals who believe that there is an alleged violation of this policy, who disagree with a determination regarding a request to express or utilize a lactation space, who believe they may have been treated in a discriminatory manner, or who are experiencing possible harassment should contact the Affirmation Action Officer/Title IX Coordinator. Complaints will be investigated in accordance with the procedures contained in the college's Nondiscrimination and Anti-Harassment policy. The college prohibits discrimination, harassment, or retaliation against anyone who avails themselves of rights under this policy, files a complaint, or participates in an investigation pursuant to college policies. Complaints will be kept confidential to the extent possible.

## Related Policies

- [Children on Campus](#)
- [Reasonable Workplace Accommodations \(employees\)](#)
- [Disability Accommodations and Support Services \(students\)](#)

## Related Documents

- N/A

## Contacts

- **Human Resource Management and Labor Relations**  
333 7<sup>th</sup> Ave. 16<sup>th</sup> Floor  
(212) 217-3650  
[Humanresources1@fitnyc.edu](mailto:Humanresources1@fitnyc.edu)
- **The Department of Student Life**  
David Dubinsky Student Center  
Room A713  
(212) 217-4130  
[student\\_life@fitnyc.edu](mailto:student_life@fitnyc.edu)
- **Title IX Coordinator (Affirmative Action Officer)**  
333 7<sup>th</sup> Ave. 14<sup>th</sup> Floor  
(212) 217-3360  
[fitempower@fitnyc.edu](mailto:fitempower@fitnyc.edu)