

UNIVERSITY OF WYOMING
Human Resources Program for Supporting
Breast Pumping Employees and Students

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the University of Wyoming provides a supportive environment to enable breastfeeding and breast pumping employees and students to express their milk during work hours. This includes a university-wide lactation support program administered by the Human Resources Department.

The University of Wyoming subscribes to the following worksite support program. This program shall be communicated to all current employees and students and included in new employee orientation training.

University Responsibilities:

Breastfeeding and/or breast pumping employees who choose to continue providing milk for their infants after returning to work shall receive:

- **Milk Expression Breaks:**

Breastfeeding employees are allowed to express milk during work hours using their normal two breaks and/or meal times. Break times will be worked out with their supervisor. Break times, not to exceed 30 minutes, will be paid by the university. For time that may be needed beyond the 30 minutes, employees may use vacation or compensatory time or may make up the time in agreement with their supervisor.

- **Milk Expression Locations:**

Locations have been designated at UW and will be made available for this purpose. The rooms will have a comfortable chair, a table, lighting and an available electrical outlet. If employees prefer, they may also express milk in their own private offices agreed upon in consultation with their supervisor.

- **Supervisory Support:**

Supervisors are responsible to work with their employees to facilitate this program.

Employee Responsibilities:

- **Communication with Supervisors:**

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the university.

- **Breast Pumping Equipment:**

Employees are required to provide all necessary equipment. Employees will also be responsible for the cleanliness of the designated space after usage.

- **Maintenance of Milk Expression Areas:**

Breast pumping employees are responsible for keeping milk expression areas clean. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk may occur.

- **Use of Break Times to Express Milk:**

When more than one breast pumping employee needs to use the designated lactation room, employees may set up a sign-in log to establish times that are most convenient or best meet their needs.