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Kansas  
Breastfeeding  
Coalition, Inc.

## **Statewide Baseline Assessment of Kansas School Districts' Support for Breastfeeding Employees**

**Kansas Breastfeeding Coalition, Inc. (KBC)**

June 2017

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# Statewide Baseline Assessment Report

## Executive Summary

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The Center for Applied Research and Evaluation at Wichita State University's Community Engagement Instituted worked with the Kansas Breastfeeding Coalition, Inc. (KBC) and the KBC's partners – the Kansas Department of Health and Environment (KDHE) Bureau of Health Promotion and the Kansas State Department of Education (KSDE) – to administer surveys and conduct interviews to explore Kansas school districts' support for their breastfeeding employees. Key findings from the surveys and interviews include:

- Almost half of respondents (49%) indicated that their school district has no policies in place – formal or informal – regarding breastfeeding employees.
- A permanent, dedicated space for pumping breast milk is not available in most school districts (66%); however, most school districts (67%) have flexible/multi-purpose space(s) in all district buildings that can be used for pumping breast milk.
- More than half of school districts indicated their employees can take additional time for pumping breaks as needed. Most also indicated the school district does not keep track of extra time taken (62%), and that other staff are available to help as needed to cover classroom supervision (63%).
- More than 40% of respondents indicated that breastfeeding support and supplies are not covered at no-cost share to employees by the school district's health insurance plan.
- The most common ways district employees learn about the school district's support provisions for breastfeeding employees is through: 1) supervisors informing them during their pregnancy (45%), 2) an in-person meeting with human resource staff or equivalent (e.g., FMLA meeting) (44%), and/or 3) word of mouth/co-workers (38%).
- During the phone interviews, each of the school districts interviewed indicated they deal with the needs of their breastfeeding employees as they arise, usually on a case-by-case basis. They feel their districts are family oriented and that they do a good job supporting their breastfeeding employees.

## Introduction

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The Kansas Breastfeeding Coalition, Inc. (KBC) worked in partnership with Kansas Department of Health and Environment (KDHE) and the Kansas State Department of Education (KSDE) to assess school districts' employment practices with regard to support of their breastfeeding employees. This information will provide a baseline from which change over time can be measured as education and training are provided to school districts on this project. The assessment involved surveys and interviews with school districts and examined policies, scheduling of employees to allow time for milk expression breaks, accommodations in district buildings for milk expression breaks, and education of co-workers about the importance of supporting breastfeeding employees.

The sections below outline the findings from the surveys and interviews, which were administrated and analyzed by the Center for Applied Research and Evaluation (CARE) at Wichita State University's Community Engagement Institute. There is also a section summarizing the technical assistance provided to selected school districts by the Kansas Breastfeeding Coalition.

## Process Overview and Methodology

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### Online Survey

Online surveys were completed between March and May 2017. Kansas has 286 school districts. School districts identified for participation in the Youth Risk Behavior Surveillance System (YRBSS) were NOT included in the survey sample. (The 45 school districts participating in the YRBSS can be found in Appendix G.) The survey was sent to 241 school districts. All districts received a minimum of three e-mails and one phone call to encourage survey completion. A total of 157 school district representatives participated in the survey for a response rate of 65%. Five additional school districts entered their USD number into the survey, but then did not answer any of the survey questions. These five districts have not been included in the response rate.

### District Scores

One of the goals of the survey was to determine the degree of support school districts provide to their breastfeeding employees. Districts could score up to five points depending on their answers to various items on the survey. Scoring was determined as follows as these are optimal practices:

- 1 point for having a written district-wide policy (available in the employee handbook) regarding breastfeeding employees
- 1 point for having permanent, dedicated space OR flexible, multi-purpose space available for the purpose of pumping breast milk in ALL district buildings
- 1 point for allowing all categories of employees (hourly employees, teachers/faculty, and administrators) to take additional time for pumping breaks as needed (as opposed to being restricted to only regular breaks and meal periods)
- 1 point for indicating that employees learn about the school district's support provisions for breastfeeding employees in at least one of the following ways:
  - In-person meeting with human resource staff or equivalent (e.g., FMLA meeting)



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- Employee handbook
- New staff orientation
- ½ point for offering a full-sized, electric single-user breast pump for all breastfeeding employees in ALL or MOST insurance plans
- ½ point for offering breastfeeding support service/consultations at no-cost share to employees in ALL or MOST in insurance plans

Scores were calculated for each school district that completed the survey. A complete list of district scores can be found in Appendix H. (Note: District scores are listed with addresses for the school district to allow for GIS mapping as requested by KDHE. Addresses were obtained from the 2016-2017 Kansas Educational Directory.)

### **Phone Interviews**

In addition to the surveys, 12 school districts were identified to complete interviews. All 12 school districts received a minimum of three e-mails and one phone call to encourage interview completion. Four districts completed interviews for a response rate of 33%. One district declined participation. Two districts indicated they were willing to complete interviews, and then were either not available during the scheduled interview time or did not respond to additional contact attempts requesting to schedule an interview time.

## Findings from the Online Surveys

**Table 1. How many employees are employed by this school district?**

Response Categories	Frequency	Percentage
11 - 24	2	1%
25 - 50	28	18%
51 - 99	52	33%
100 - 499	69	44%
500 - 2,499	6	4%
Total	157	100%

**Table 2. Does the school district have any policies regarding breastfeeding employees? Check all that apply.**

Response Categories	Frequency	Percentage <sup>1</sup>
(1) Written district-wide policy, available in the employee handbook	2	1%
(2) Written building-level policy, administered by building principal	1	1%
(3) Informal district-wide policy (applies to all buildings), administered by central office ("informal" = unwritten, individual accommodations are made by request or when offered by HR)	47	30%
(4) Informal building-level policy, administered by building principal	47	30%
(5) No policy	77	49%
(6) Included in other existing policies *	1	1%

**\* Included in other existing policies (please describe)**

- Special medical, maternity, family matters are handled individually at the discretion of the building or district administration.

<sup>1</sup> Percentages were calculated based on the total number of survey participants (N=157). Since participants could check more than one response, the number of responses (174) is higher than the number of participants (157), and the numbers in the table will sum to more than 100%. Of the 17 who checked more than one response, 14 checked response 3 and response 4 – indicating their district has informal policies at both the district level and at the building level.

**Table 3. What options are given to employees to directly breastfeed their baby during the workday? Check all that apply for each category of employee.**

Response Categories					
Hourly Employees		Teachers/Faculty		Administrators	
Frequency	% of Cases	Frequency	% of Cases	Frequency	% of Cases
Employee can bring the baby to work for the full workday					
5	3%	4	3%	4	3%
Caregiver can bring the baby to employee for feedings at the worksite					
66	42%	66	42%	66	42%
Employee can breastfeed the baby at the worksite childcare center					
14	9%	14	9%	14	9%
Employee can go to an off-site location to breastfeed the baby					
57	36%	56	36%	56	36%
No option available for direct breastfeeding during the workday					
27	17%	27	17%	29	18%
Other options *					
41	26%	39	25%	38	24%

**\* Other options (please describe)**

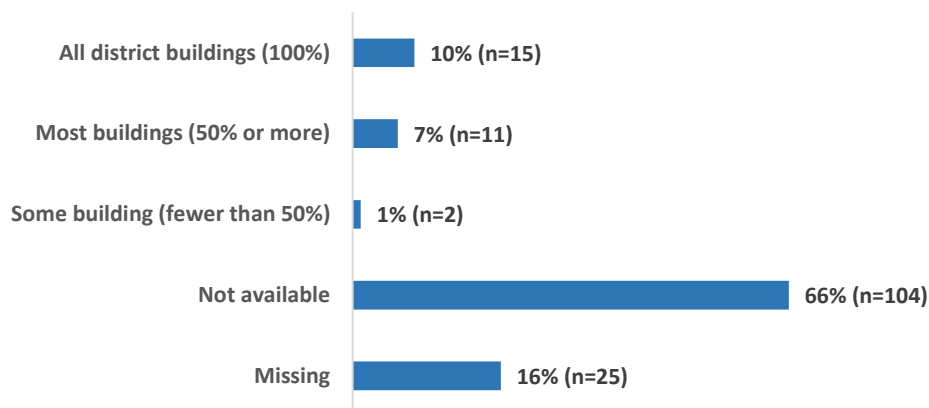
- Not aware of this coming up as a topic in our district, but we would work with anyone who has this need and develop a procedure which works best for them.
- We have always supported the mothers and babies as needed, but no policy.
- Employee can go home if time allows or if someone brings the baby in location for privacy is found.
- This is left to the discretion of the department director or building principal. If done during plan times, breaks, lunch usually most will allow the caregiver to bring the baby to employee for feeding at work site. Central Office allows baby to be in office full time for 6 months.
- Accommodations made on a case-by-case basis.
- Employees can leave during their break, lunch, or planning time.
- While we have no policy on breastfeeding, we would work with any staff member within reason to allow pumping if necessary. We have no policy allowing staff members children to be at work for extended periods of time.
- Staff can pick up baby from daycare and go to designated room to breastfeed.
- If it can be worked into the employee's schedule to go offsite we would try to make accommodations for that to happen but likely only 1 time per work day.
- If the baby is off site but within a reasonable distance accommodations could be made for the employee to leave at certain intervals of the day.

Note: While the question asks about directly breastfeeding, a number of "Other" options listed were related to pumping (which is the focus of the next question) and were not included in the above list.

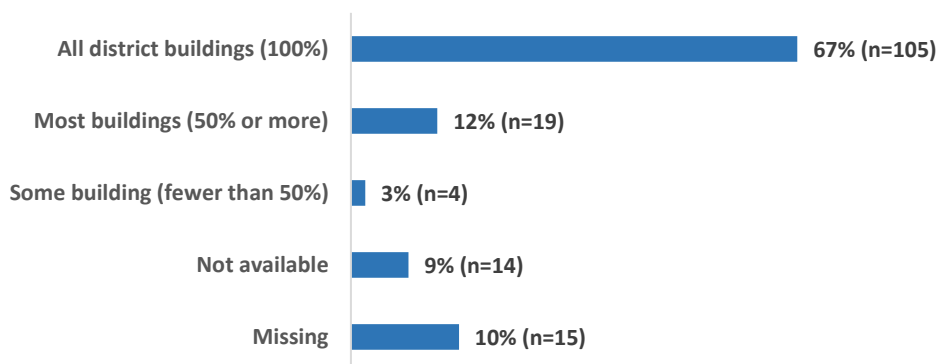
Respondents were then provided a list of spaces that may be provided for employees to pump breast milk during the workday. For each type of space, respondents had to indicate whether the space was available in all district buildings, most district buildings (50% or more), some district buildings (fewer than 50%), or not available.

Respondents should have provided a response to both questions. “Missing” is the number of districts that did not provide a response to the question. Of the 25 “Missing” responses in Figure 1, 11 of those provided a response that is represented in Figure 2, which could suggest their answer in Figure 1 might have been “Not available”; however, that assumption was not used in data analysis.

**Figure 1. Permanent, dedicated space used only for the purpose of pumping breast milk. Privacy is ensured with either a lock or a sign.**



**Figure 2. Flexible, multi-purpose space, used for other purposes than just pumping breast milk. Privacy is ensured with either a lock or a sign.**



**Table 4. If a multi-purpose space is available, what are the other uses for this space? Check all that apply.**

Response Categories	Frequency	Percentage
Employee's own office space	88	56%
Office of another staff person	70	45%
Conference room	71	45%
Employee break room/Staff lounge	36	23%
Storage area	41	26%
Partition in the corner of another room/area	13	8%
Other *	31	20%

**\* Other (please describe)**

- Nurses station/nurses office (listed by 12 school districts)
- Restroom/private bathroom (listed by 5 districts)
- Classroom/unused classroom
- A location is determined when situation arises. The teacher normally has a say in location.
- Work rooms in some schools may be locked for privacy.
- Extra office space/small meeting rooms
- An unoccupied office
- Locker room

While the response options displayed in Table 5 should have been viewed as mutually exclusive, they were not; 13 school districts responded that various categories of employees can *only* take pumping breaks as part of their regular break and meal periods *and* that they can take additional time for pumping breaks as needed.

**Table 5. How does the school district provide time for employees to pump breast milk during the workday? Check all that apply for each category of employee.**

Response Categories					
Hourly Employees		Teachers/Faculty		Administrators	
Frequency	% of Cases	Frequency	% of Cases	Frequency	% of Cases
Employee can take pumping breaks <u>only</u> as part of their regular employee break and meal periods					
40	25%	41	26%	39	25%
Employee can take additional time for pumping breaks as needs					
87	55%	85	54%	84	54%
Other options *					
19	12%	22	14%	18	11%

**\* Other options (please describe)**

- We have nothing now because it has not been expressed as a need, however, we would work with anyone who has this need.
- No policy/case-by-case basis
- Arrangements are made for classroom coverage if pumping schedule conflicts with classroom instruction schedule.
- Have never ever had this question come up in the HR office.
- Try to work with mother and her needs.
- We would be as flexible as resources allow.

**Table 6. If employee can take additional time for pumping breaks as needed, check all that apply.**

Response Categories	Frequency	Percentage
The school district does not keep track of extra time taken	97	62%
Additional time is unpaid for employees paid hourly (i.e., employee "check out")	7	4%
Employees are allowed to come in early or stay later to make up any extra time needed	28	18%
Other solutions *	9	6%

**\* Other solutions (please describe)**

- But excessive loss of student contact is not acceptable.
- Will address appropriately as needed.
- Based upon discussion with employee by Administration.
- Employee's daily schedule may be modified to include breaks at appropriate times.
- We have not had experience with this issue.
- Co-workers cover for them in emergency situations.

**Table 7. How does the school district provide staff coverage for an employee during a pumping break? Check all that apply.**

Response Categories	Frequency	Percentage
N/A – Coverage is not needed; staff schedules are made to accommodate pumping breaks	45	29%
Other staff help as needed to cover classroom supervision (co-workers, administrators, etc.)	99	63%
Other solutions *	10	6%

**\* Other solutions (please describe)**

- No policy/procedures at this time.

- For Teachers, most have a para in their room who helps cover while they pump.
- Will address as needed
- Based upon discussion by employee and Administration.
- Employee's daily schedule may be modified to include breaks at appropriate times.
- Many solutions are created to accommodate.
- We have not had experience with this issue.

**Table 8. How do employees learn about the school district's support provisions for breastfeeding employees? Check all that apply.**

Response Categories	Frequency	Percentage
In-person meeting with Human Resource staff or equivalent (e.g., FMLA meeting)	69	44%
Employee handbook	3	2%
Employee newsletter	0	0%
School district website	0	0%
New staff orientation	7	4%
Memos	3	2%
Staff meetings	9	6%
Supervisors inform employee during pregnancy	71	45%
Word of mouth/co-workers	60	38%
Posters in high-traffic areas	0	0%
Employee health fair	1	1%
Other *	14	9%

**\* Other (please describe)**

- Upon request
- Employee and administrator work together.
- School nurse contacts them during pregnancy.
- We have no official provisions/no policy at this time.
- We probably wouldn't discuss it unless the employee asked.
- Generally handled with individual meetings with site administration.
- We are a small school with a family atmosphere, so staff are comfortable discussing issues like this with their supervisors.

**Table 9. How do supervisors (i.e., principals, department heads, area supervisors, etc.) learn about the support provisions for breastfeeding employees? Check all that apply.**

Response Categories	Frequency	Percentage
In-person meeting with Human Resource staff or equivalent (e.g., FMLA meeting)	88	56%
Employee newsletter	0	0%
School district website	0	0%
Memos from management	22	14%
Staff meetings	30	19%
Formal training events	5	3%
Other *	26	17%

**\* Other (please describe)**

- We have no official provisions/no policy at this time.
- School Nurse, building principal, district superintendent
- Handbook
- One on one conversations with administration.
- Upon request

**Table 10. What breastfeeding support and supplies are covered at no-cost share to employees by the school district's health insurance plan? Check all that apply.**

Response Categories							
In ALL plans		In MOST plans		In SOME plans		Not covered	
Frequency	% of Cases	Frequency	% of Cases	Frequency	% of Cases	Frequency	% of Cases
A full-sized, electric, single-user breast pump for all breastfeeding employees							
16	10%	4	3%	6	4%	75	48%
A full-sized rental pump for those with a defined medical need (i.e., baby in intensive care, sick baby, etc.)							
12	8%	4	3%	5	3%	76	48%
A manual breast pump for all breastfeeding employees							
21	13%	2	1%	6	4%	68	43%
Breastfeeding support service/consultations							
19	12%	4	3%	6	4%	69	44%

**Table 11. List any breastfeeding education/resources provided to employees by the school district. Check all that apply.**

Response Categories	Frequency	Percentage <sup>19</sup>
Education materials provided to pregnant employees during family/maternity leave meeting	7	4%
Education materials are available in the space where employees pump breast milk	1	1%
On-site support group meetings for breastfeeding employees	0	0%
School district's employee website or intranet contains breastfeeding resource information	1	1%
Via employee listerv	2	1%
Other resources *	18	11%

**\* Other resources (please describe)**

- N/A, no resources are provided by the school district
- School Nurse or Health Care Provider
- Human Resources Personnel
- Available upon request
- Insurance newsletter
- MyCigna.com & Healthy Babies/Healthy Pregnancies
- Parents as Teachers staff member available for consultation and referral
- Included in health care packet

## Findings from the Phone Interviews

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The purpose of the interview was to help gain a better understanding of school districts' support for breastfeeding employees and to provide added context for the results of the survey data that had been collected. The interviews took around 15-20 minutes to complete. The following is a summary of the findings from the four completed interviews.

### **1. What is going well in your district related to supporting breastfeeding employees? What do you attribute that to (e.g., attributed to the mom's perseverance, the building principal)?**

All four of the school districts interviewed feel like they are doing a good job supporting their breastfeeding employees. For some of these districts, dealing with breastfeeding employees only happens "once in a blue moon," but they still work to make sure those employees are comfortable and able to do what they need to do.

### **2. What do you wish were going better in your district related to supporting breastfeeding employees? What do you attribute that to (e.g., lack of funding, time, staff, importance/ambivalence)?**

None of the districts indicated there was anything they wish were going better in their district; they all feel like they are doing well in making accommodations to support their breastfeeding employees.

### **3. What are the challenges/barriers to supporting breastfeeding employees?**

When asked about challenges/barriers, timing/scheduling and privacy were mentioned. Interviewees also felt like these issues are not difficult to address, indicating that teachers can arrange their schedule in a way that allows them to take the breaks they need while also having the coverage they need. They also indicated that in most cases, there are multiple options a woman has when it comes to space for pumping – the nurse's office, a classroom, etc. – so she can choose the one that is most comfortable for her.



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**4. Walk me through the process when an employee notifies you that she will be going on maternity leave (aka the FMLA conversation). What information is she given? What is covered during that conversation?**

All of the districts indicated that this conversation includes information about approximately when maternity leave will start, how much time is available (both paid and unpaid) for the employee to take off for maternity leave, and what paperwork will be necessary to complete. One of the districts indicated that breastfeeding/pumping is included as part of this conversation.

**5. What is your retention rate following maternity leave? When staff go out on maternity leave, how often do they come back? (This can be an approximation.)**

School districts indicated their retention rate following maternity leave is high – most women come back to work after having their babies. One interviewee suggested this could be in part due to contractual obligations and wanting to finish out the remainder of their contract. Another interviewee indicated something similar, saying that one employee finished the school year and then resigned in the summer to be a stay-at-home mom.

**6. What do you think would most benefit breastfeeding mothers in your district?**

Three of the four districts mentioned that having a private space, specifically designated for women to use to nurse/pump would most benefit breastfeeding mothers. They want to make sure that mothers feel comfortable asking for help and utilizing the resources that are available. One interviewee mentioned that having a more formal plan in place would benefit breastfeeding mothers. Having positive relationships with staff helps women when they return to work after having a baby, but for newer staff who have not had as much time to build these relationships, a formal plan would help them in their return to work.



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## Technical Assistance Report

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### **Ft. Scott USD 234:**

A site visit, conducted on May 9, 2017, included tours of all school district buildings: three elementary schools, one middle school, one high school and the school board building. The principals conducted the tours of their building and a school nurse was present for two for building tours. Without exception, all building principals were supporting their breastfeeding employees and had identified suitable spaces for pumping. The high school was completing a remodeling project and several spaces for pumping were identified within the new area. One elementary school used signage to identify when the breastfeeding employee would be using the room.



“Pumping Times” on room at Ft. Scott Elementary School

The school superintendent and school nurse agreed to work towards adopting a written district-wide policy to formalize the high-level of support the district is currently providing. The school will officially adopt a written policy at their July School Board meeting.

### **Hutchinson USD 308:**

The KBC ED met with the Assistant Superintendent of Human Resources in-person on May 16<sup>th</sup>. He agreed to implement the following:

- Distribution of “Let’s Give Her a Break” posters (Appendix A) to all district buildings
- Distribute door hangers to assure privacy
- One-page “Worksite Lactation Provisions” for use by HR and administrators to inform all employees of their support provisions. This document is model after the USD 383 document (Appendix B)
- Address lactation support accommodations during new employee orientation



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**Colby USD 315:**

The KBC worked with the school superintendent via phone and email to formalize the support they were currently providing upon request. USD 315 will formally adopt the Kansas Association of School Board's "Lactation Accommodation Handbook Language" (Appendix C) at their July 25<sup>th</sup> meeting of the school board.

The role of the KASB in providing advice to school districts about policy matters was mentioned during a TA conversation between the KBC ED and the USD 383 HR Director. The KBC ED reached out to the KASB and provided information about the federal law and a rationale for why school districts would want to address breastfeeding support in their employee handbooks. The Kansas Association of School Board (KASB) issued the "Lactation Accommodation Handbook Language" to their members in their June Policy Update newsletter as a direct result of information and encouragement provided by the KBC.

**Manhattan-Ogden USD 383:**

The KBC Executive Director met in-person with the Human Resource Director on May 10<sup>th</sup>. The discussion covered the district's current support for breastfeeding employees which is left up to each building principal. It was also determined that the school district's new insurance company, Aetna, covers both breastfeeding support and supplies in all policies offered to district employees.

The HR Director agreed to implement the following:

- Add pumping spaces to annual safety inspection of all district buildings to determine that pumping spaces meet the requirements of being private and not in a bathroom.
- Add breastfeeding support accommodations to the new employee orientation materials
- Provide a one-page handout to administrators (Appendix B) to provide to pregnant employees outlining the support they can expect from the district upon their return to work.

The HR Director invited the KBC Executive Director to address the District Administration Team (DAT) on June 2<sup>nd</sup>. The DAT includes all district department heads (food service, transportation, etc.) and building principals with a total over 30 individuals. The KBC's presentation covered:

- Logistics of pumping while at work (frequency, time needed per pumping, etc.)
- When to talk with employees about breastfeeding support
- Identifying pumping spaces
- Staff coverage during pumping breaks
- Offer to tour buildings if requested. To date, no site visits have been requested.

**Arkansas City USD 470:**

The school nurse reached out to the KBC and requested technical assistance. Their neighboring district, Winfield USD 465, is the only district to be recognized by the KBC with the “Breastfeeding Employee Support Award” for their support of their breastfeeding employees. Technical assistance has been provided to the district via phone and email. USD 470 superintendent said the KASB policy will be presented to the school board for a vote by the end of 2017.

**Liberal USD 480:**

The KBC ED provided policy templates via email to the HR director and discussed by phone how the district can formalize the support they are already providing. There have been multiple emails and phone conversations with the district. The KBC is in the process of scheduling a site visit for early July which would include meeting in-person with the district’s Human Resource Director and building administrators and tours of district buildings.

## About the Kansas Breastfeeding Coalition

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**The Kansas Breastfeeding Coalition, Inc. (KBC)** is comprised of individuals from across Kansas representing families, organizations, agencies, and private businesses all working collaboratively to promote and protect breastfeeding in order to improve the health of Kansas families and build a community where breastfeeding is normal and supported. The KBC is a nonprofit organization at the forefront of breastfeeding support work in Kansas and serves as the central hub connecting local, state and national stakeholders.

The KBC programs include:

- Workplace support for breastfeeding employees
- Public breastfeeding support
- Prenatal breastfeeding education
- Hospital maternity care practices
- Coalition building and sustainment
- Physician education and support
- Child Care provider education and support
- Community breastfeeding education
- Database of local breastfeeding resources in Kansas

## About the Community Engagement Institute

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**Wichita State University's Community Engagement Institute** is dedicated to improving the health of Kansans through leadership development, research and evaluation, organizational capacity building, community collaboration, and public health and behavioral health initiatives. The Community Engagement Institute maintains six Centers with skilled staff that work directly with community coalitions, nonprofits, government entities, health and human services organizations, and support groups. The Centers are:

- Center for Applied Research and Evaluation
- Center for Behavioral Health Initiatives
- Center for Leadership Development
- Center for Organizational Development and Collaboration
- Center for Public Health Initiatives
- IMPACT Center

*Want to know more about this report? Contact Sarah Jolley, Ph.D., Research Scientist at the Center for Applied Research and Evaluation, at [sarah.jolley@wichita.edu](mailto:sarah.jolley@wichita.edu).*



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Let's give her a break...

Healthy Employees.

Healthy Babies.

Healthy Business.

We are proud to support our breastfeeding employees.

Benefits to our business include:

- Fewer sick days for breastfeeding employees
- Lower health care costs
- Lower staff turnover
- Positive image of a family friendly employer



The BUSINESS CASE for  
BREASTFEEDING  
STEPS FOR CREATING A BREASTFEEDING FRIENDLY WORKSITE

[KansasBusinessCase.com](http://KansasBusinessCase.com)

The Business Case for Breastfeeding is a national initiative of the U.S. Department of Health and Human Services, Health Resources and Services Administration's Maternal and Child Health Bureau, and the HHS Office on Women's Health. Kansas Breastfeeding Coalition is a partner in this national initiative.



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## Appendix B: Manhattan-Ogden USD 383 Breastfeeding Employees Support

Manhattan-Ogden USD 383 provides breastfeeding employees the following accommodations:

### Reasonable Time to Express Milk at Work:

Employees shall be provided reasonable time to express milk while at work each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

### A Private Area for Milk Expression:

Employees will be provided with a private place, *other than a bathroom*, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- Be in close proximity to the employee's work station when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
- Be well lit
- Ensure privacy by covering any windows with a curtain, blind, or other covering
- Contain at a minimum a chair, an electrical outlet, and a small table, counter, or other flat surface
- Nearby access to clean water

### Employer Responsibilities

Manhattan-Ogden USD 383 will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees returning to work following the birth of a child of the district's support accommodations for breastfeeding employees.

### Employee Responsibilities

Breastfeeding employees utilizing district support accommodations will:

- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping the pump (if provided) and surfaces with microbial wipes so the area is clean for the next user.
- Insure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

## Appendix C: Kansas Association of School Boards Lactation Accommodations Handbook Language

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### Optional Employee Handbook Language: Lactation Accommodations

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

KASB Optional Employee Handbook Recommendation – 6/17

***NOTE:*** *The location selected for this purpose should have an electrical outlet or access to electricity through the provision of extension cord(s); proximity to clean water; adequate lighting; a chair and a small table, counter, or other flat surface for the employee's use; and either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.*

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## Appendix D: Online Survey

The Kansas Breastfeeding Coalition (KBC) requests your help to determine employment practices across Kansas school districts with regard to their support of breastfeeding employees. Your completion of this brief survey will help the KBC and our partners - the Kansas Department of Education and the Kansas Department of Health and Environment Bureau of Health Promotion - gain a better understanding of school districts' support for breastfeeding employees, specifically in relation to Federal Department of Labor Wage and Hour Division regulations on this issue.

The survey will take about 15 minutes to complete. Strict confidentiality of responses will be maintained. Your responses will not be shared with others outside of the KBC and our partners listed above. Responses will be reported in aggregate form, and individual school districts will not be identified.

It is vital that EVERY school district respond to this survey to provide an accurate picture of school districts' support of their breastfeeding employees. Participating school districts will be entered into a drawing for a \$100 gift card. Ten (10) \$100 gift cards will be awarded through a random drawing of school districts completing the survey.

Please feel free to contact me if you have any questions or concerns about the survey.

Brenda Bandy  
Executive Director  
Kansas Breastfeeding Coalition  
bbandy@ksbreastfeeding.org  
(785) 477-4666

### Introduction

**This survey will ask you about:**

- Policies
- Options for direct breastfeeding during the workday
- Worksite accommodations for pumping breast milk (space and time)
- Insurance coverage for breastfeeding support services and pumps
- Communication

**For the purposes of this survey, "employee" refers to ALL classifications of employees, to include non-exempt, exempt, and contract (teachers).**

\* 1. Please enter your USD three-digit school district number

2. How many employees are employed by this school district?

- ☐ 6-10
- ☐ 11-24
- ☐ 25-50
- ☐ 51-99
- ☐ 100-499
- ☐ 500-2,499
- ☐ 2,500-4,999
- ☐ 5,000+



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3. Does the school district have any policies regarding breastfeeding employees? Check all that apply.

- ☐ Written district-wide policy, available in the employee handbook
- ☐ Written building-level policy, administered by building principal
- ☐ Informal district-wide policy (applies to all buildings), administered by central office ("informal" = unwritten, individual accommodations are made by request or when offered by HR)
- ☐ Informal building-level policy, administered by building principal
- ☐ No policy
- ☐ Included in other existing policies (please describe)

4. What options are given to employees to directly breastfeed their baby during the workday? Check all that apply for each category of employee.

	Hourly Employees	Teachers/Faculty	Administrators
Employee can bring the baby to work for the full workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caregiver can bring the baby to employee for feedings at the worksite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee can breastfeed the baby at the worksite childcare center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee can go to an off-site location to breastfeed the baby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No option available for direct breastfeeding during the workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other options (please describe in Other Options box below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other options (please describe)

Below is a list of spaces that may be provided for employees to pump breast milk during the workday. For each type of space, please identify whether this space is available in ALL district buildings, MOST district buildings, SOME district buildings, or is not available.

5. Permanent, dedicated space used only for the purpose of pumping breast milk. Privacy is ensured with either a lock or a sign.

In ALL district buildings (100%)	In MOST district buildings (50% or more)	In SOME district building (fewer than 50%)	Not available
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Flexible, multi-purpose space, used for other purposes than just pumping breast milk. Privacy is ensured with either a lock or a sign.

In ALL district buildings (100%)	In MOST district buildings (50% or more)	In SOME district building (fewer than 50%)	Not available
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. If a multi-purpose space is available, what are the other uses for this space? Check all that apply.

- ☐ Employee's own office space
- ☐ Office of another staff person
- ☐ Conference room
- ☐ Employee break room/Staff lounge
- ☐ Storage area
- ☐ Partition in the corner of another room/area
- ☐ Other (please describe)

8. How does the school district provide time for employees to pump breast milk during the workday? Check all that apply for each category of employee.

	Hourly Employees	Teachers/Faculty	Administrators
Employee can take pumping breaks <u>only</u> as part of their regular employee break and meal periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee can take additional time for pumping breaks as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other options (please describe in Other Options box below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other options (please describe)

9. If employee can take additional time for pumping breaks as needed, check all that apply.

- ☐ The school district does not keep track of extra time taken
- ☐ Additional time is unpaid for employees paid hourly (i.e., employee "clocks out")
- ☐ Employees are allowed to come in early or stay later to make up any extra time needed
- ☐ Other solutions (please describe)

10. How does the school district provide staff coverage for an employee during a pumping break? Check all that apply.

- ☐ N/A - Coverage is not needed; staff schedules are made to accommodate pumping breaks
- ☐ Other staff help as needed to cover classroom supervision (co-workers, administrators, etc.)
- ☐ Other solutions (please describe)

11. How do employees learn about the school district's support provisions for breastfeeding employees? Check all that apply.

- ☐ In-person meeting with Human Resource staff or equivalent (e.g., FMLA meeting)
- ☐ Employee handbook
- ☐ Employee newsletter
- ☐ School district website
- ☐ New staff orientation
- ☐ Memos
- ☐ Staff meetings
- ☐ Supervisors inform employee during pregnancy
- ☐ Word of mouth/co-workers
- ☐ Posters in high-traffic areas
- ☐ Employee health fair
- ☐ Other (please describe)

12. How do supervisors (i.e., principals, department heads, area supervisors, etc.) learn about the support provisions for breastfeeding employees? Check all that apply.

- ☐ In-person meeting with Human Resource staff or equivalent
- ☐ Employee newsletter
- ☐ School district website
- ☐ Memos from management
- ☐ Staff meetings
- ☐ Formal training events
- ☐ Other (please describe)

13. What breastfeeding support and supplies are covered at no-cost share to employees by the school district's health insurance plan? Check all that apply.

	Included in ALL plans (100%)	Included in MOST plans (50% or more)	Included in SOME plans (fewer than 50%)	Not covered
A full-sized, electric, single-user breast pump for all breastfeeding employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A full-sized rental pump for those with a defined medical need (i.e., baby in intensive care, sick baby, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A manual breast pump for all breastfeeding employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breastfeeding support service/consultations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. List any breastfeeding education/resources provided to employees by the school district. Check all that apply.

- ☐ Education materials provided to pregnant employees during family/maternity leave meeting
- ☐ Education materials are available in the space where employees pump breast milk
- ☐ On-site support group meetings for breastfeeding employees
- ☐ School district's employee website or intranet contains breastfeeding resource information
- ☐ Via employee listserv
- ☐ Other resources (please describe)

15. Is the school district interested in applying for the "Breastfeeding Employee Support Award", to be recognized for their support of their breastfeeding employees? The Award includes a press release, clock with embedded certificate, and listing on the Employer Award page of the Kansas Business Case for Breastfeeding website.

- ☐ Yes (please provide contact information on the next page)
- ☐ No

16. Contact Information for Breastfeeding Employee Support Award

Name	<input type="text"/>
School District	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Please click **DONE** below to submit your responses. You will be directed to the Kansas Breastfeeding Coalition's "Business Case for Breastfeeding" website.

If you would like to receive additional information on workplace breastfeeding support from the Kansas Breastfeeding Coalition, please enter your contact information below.

17. I would like to receive information about workplace breastfeeding support from the Kansas Breastfeeding Coalition. Reminder: Participant responses will be kept confidential.

- ☐ Yes (If Yes, please enter contact information below before clicking DONE)
- ☐ No

18. Contact Information

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

## Appendix E: Interview Guide

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### Kansas Breastfeeding Coalition USD Support for Breastfeeding Employees Interview Guide

The Kansas Breastfeeding Coalition and its partners – the Kansas Department of Education and the Kansas Department of Health and Environment Bureau of Health Promotion – are interested in learning more about policies and practices across Kansas school districts with regard to their support of breastfeeding employees. The purpose of this interview is to help the KBC and its partners gain a better understanding of school districts' support for breastfeeding employees and to provide added context for the results of the survey data that have been collected. (Reminder here to take survey if they haven't.)

The interview will take 15-20 minutes to complete. Confidentiality of responses will be maintained. Your responses will not be shared with others outside of the KBC and its partners. Responses will be reported in aggregate form, and individual school districts will not be identified. Your participation in this interview is entirely voluntary, and you can stop at any time. If there are any questions you don't want to answer, you can feel free to skip them. Your decision to participate will not impact your relationship with the KBC or stated partners. Do you have any questions before we start?

- 1. What is going well in your district related to supporting breastfeeding employees? What do you attribute that to (e.g., attributed to the mom's perseverance, the building principal)?**
- 2. What do you wish were going better in your district related to supporting breastfeeding employees? What do you attribute that to (e.g., lack of funding, time, staff, importance/ambivalence)?**
- 3. What are the challenges/barriers to supporting breastfeeding employees? (Examples if needed: Time? Space? Coverage? Unsupportive co-workers?)**



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4. **Walk me through the process when an employee notifies you that she will be going on maternity leave (aka the FMLA conversation). What information is she given? What is covered during that conversation?**

Possible prompts:

- What is she told about support for breastfeeding when she returns to work?
- What is she told about break time? And where she can go?
- What information if any is she given about community resources for breastfeeding support?
- If breastfeeding not mentioned at all during the FMLA conversation – How do you become aware of an employee's need for accommodations? At what point do you become aware of her needs? What guidance or direction are principals given about accommodating breastfeeding employees?

5. **What is your retention rate following maternity leave? When staff go out on maternity leave, how often do they come back? (This can be an approximation.)**

6. **What do you think would most benefit breastfeeding mothers in your district?**

7. **Anything else you would like to say related to your school district's support for breastfeeding employees?**

**Thank you for your time and for being willing to talk to us about your district's support for its breastfeeding employees!**



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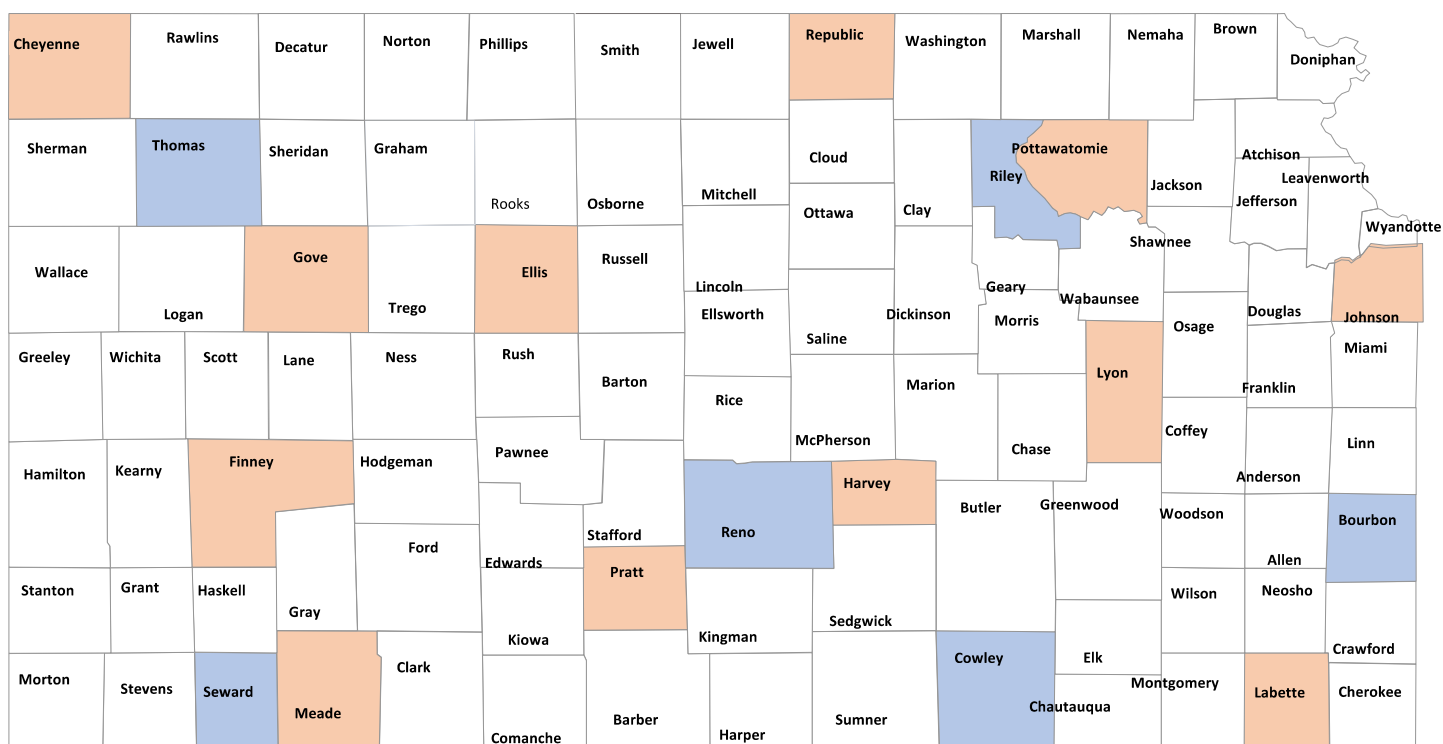
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## Appendix F: Map of School District TA and Interviews

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# School District TA & Interviews

Assistance



## Appendix G: List of School Districts not included in the survey sample due to participation in the Youth Risk Behavior Surveillance System

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<u>USD#</u>	<u>USD Name</u>	
		373 Newton
105	Rawlins County	383 Manhattan
114	Riverside	384 Blue Valley
202	Turner	402 Augusta
204	Bonner Springs	413 Chanute
207	Ft. Leavenworth	417 Morris County
226	Meade	443 Dodge City
229	Blue Valley	450 Shawnee Heights
230	Spring Hill	456 Marais Des Cygnes
233	Olathe	457 Garden City
234	Ft. Scott	465 Winfield
244	Burlington	467 Leoti
250	Pittsburg	469 Lansing
259	Wichita	473 Chapman
260	Derby	475 Junction City
265	Goddard	480 Liberal
266	Maize	490 El Dorado
267	Renwick	493 Columbus
273	Beloit	497 Lawrence
287	West Franklin	500 Kansas City
305	Salina	501 Topeka
345	Seaman	506 Labette County
357	Belle Plaine	
512	Shawnee Mission	