



**Kansas Teaching & Leading Project**

NAVIGATING NEXT

# Supporting Breastfeeding Faculty & Staff



Kansas  
Breastfeeding  
Coalition, Inc.

*Brought to you by the Kansas Association of Education Service Agencies (KAESA) in  
collaboration with the Kansas State Department of Education (KSDE)*



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# Welcome!



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## Details and Logistics

Access slides at:

<https://ksbreastfeeding.org/wp-content/uploads/2021/02/NavigatingNext-Slides-KBC-Breastfeeding-Support.pdf>

All resources mentioned:

<https://ksbreastfeeding.org/cause/business-case-for-breastfeeding/>



# Today's Objective:

Describe at least two (2) ways a school district can implement a districtwide breastfeeding support policy.





## Challenges:

- **Turnover of quality faculty and staff**
- **Absenteeism**
- **Rising healthcare costs**
- **Recruitment of high-quality faculty and staff**

## Solution:

**Implementing a district lactation support policy**





The power of a friend  
and  
mutual support is a very  
important thing.

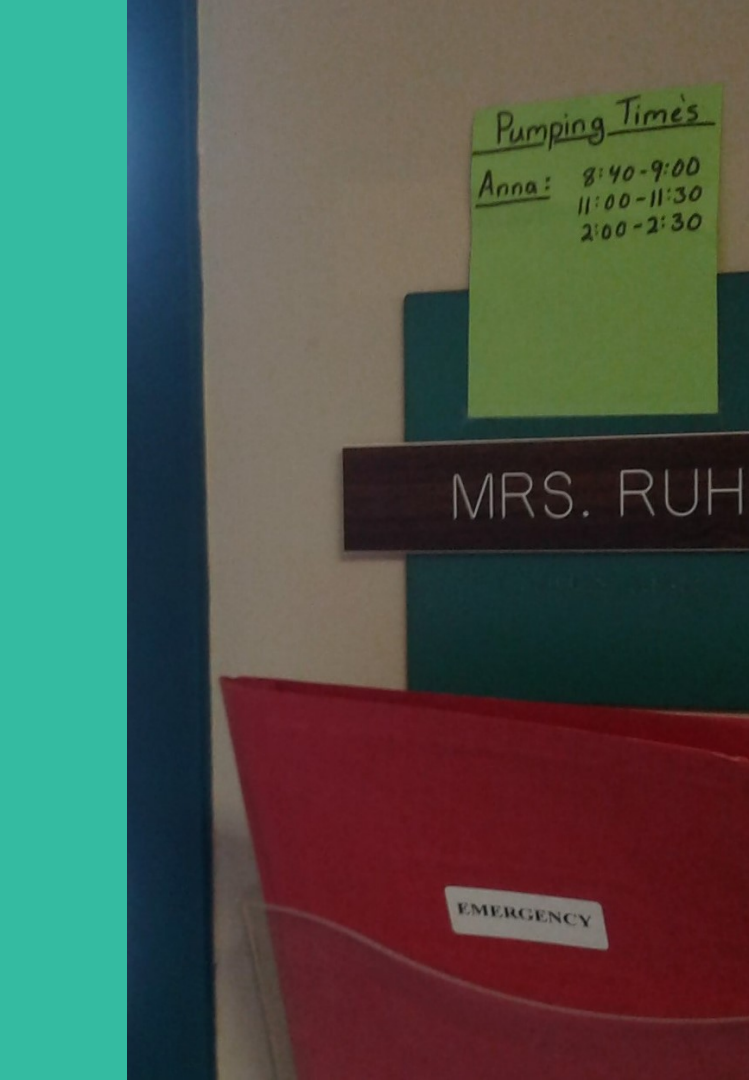
It means so much to new mothers.

# Benefits to School Districts:

Constancy  
Sustainability  
Equity



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# Check List for Districts

- ☐ **Written policy/procedure/provision**
- ☐ **Communication plan** (*see Flow Chart*)
  - ✓ Employee Handbook
  - ✓ Family Leave meeting
  - ✓ District administration team meeting
  - ✓ New employee orientation
  - ✓ Employee benefits webpage/document
  - ✓ Recruitment interview



# Check List for Districts

## ☐ **Scheduling/coverage**

- ✓ Arrange staff's schedule to allow for pumping breaks
- ✓ "Floater" staff to cover (para, subs, etc.)
- ✓ Administration covers

## ☐ **Identify space(s) to pump in each district buildin**

- ✓ Ask building staff to send photos of space (incentivize)
- ✓ KBC tours buildings with building administrator

## ☐ **Education/Support**

- ✓ Provide list of local and web-based breastfeeding support resources to employees at family leave meeting
- ✓ Provide breastfeeding educational materials in identified spaces for pumping if appropriate





# Tools



# Employee Handbook Language

Recommended by



## 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.



**“This has been one of the easiest policies that I’ve implemented because the KBC already did the work.”**



Lorri Greenlee, Winfield USD 465

# Communication Plan

Employee informs HR of upcoming family leave

HR provides employee with the follow *before they go out on family leave*:

- Copy of Worksite Lactation Provision
- Information about obtaining a breast pump from insurance
- Check list for returning to work
- List of local breastfeeding support resources

HR notifies Building Administrator

Building Administrator or designated administrative staff provides employee with the follow *before they go out on family leave*:

- List of spaces in building where they can pump
- Verbal or written plan for coverage of break times for pumping (i.e. schedule adjustments, employee or admin. cover classroom)

Building Administrator notifies Building Support Staff

Building Support Staff (school nurse, another employee, etc.) meets with employee:

- *before they go out on family leave*
- within first 10 days after returning to work
- within 30 days after return to work

To provide support (i.e. connect with other experienced breastfeeding employee members in the building, provide local

Available at  
<https://ksbreastfeeding.org/wp-content/uploads/2021/01/Communication-Flow-Chart.pdf>



# Break Room Poster

Available at

<http://www.kansasbusinesscase.com/sites/default/files/School%20employee%20poster.pdf>



Kansas  
Breastfeeding  
Coalition, Inc.

Let's give her a break...

Healthy Employees.

Healthy Babies.

Healthy District.

We are proud to support our breastfeeding employees.

Benefits to our district 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

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.



# New Employee Orientation slide

*[Insert School District name]* 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.



# Handout for Building Administrators



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## *[Insert School District HERE] Breastfeeding Employees Support*

*[Insert School District HERE] 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**

*[Insert School District HERE] 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.





# Award-winning Kansas School Districts





## Gold:

- El Dorado USD 490
- Fort Scott USD #234
- Hutchinson USD 308
- Kansas City Kansas USD 500
- Lawrence USD 497
- Seaman USD 345
- Shawnee Heights USD 450
- Winfield USD 465

Silver: Hays USD 489

Bronze: Turner USD 202



Kansas City Kansas, USD 500



# Success Stories

## Fort Scott USD 234

[https://ksbreastfeeding.org/wp-content/uploads/2018/09/KBCFortScottSuccessStory-Updated.FINAL .pdf](https://ksbreastfeeding.org/wp-content/uploads/2018/09/KBCFortScottSuccessStory-Updated.FINAL.pdf)

## Lawrence USD 497

[https://ksbreastfeeding.org/wp-content/uploads/2018/09/KBCLawrenceSuccessStory-Updated.FINAL .pdf](https://ksbreastfeeding.org/wp-content/uploads/2018/09/KBCLawrenceSuccessStory-Updated.FINAL.pdf)



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## SCHOOL DISTRICT SUCCESS STORY



### SUMMARY:

Fort Scott USD 234 worked with the Kansas Breastfeeding Coalition (KBC) to implement a districtwide policy to formalize their support for their employees who breastfeed. The school district moved to a proactive approach to

### CHALLENGE:

Reducing costs while continuing to support staff is a concern for most Unified School Districts. Districts are looking for innovative strategies to address the following costly human resource expenses.

- **Turnover of quality faculty and staff**— many school districts are faced each year with replacing quality teachers and key staff members who did not return from maternity leave because they didn't know if they could manage returning to work and continuing to provide breast milk for their baby. Replacing teachers and staff takes time and resources away from the classroom.
- **Absenteeism**— finding last-minute coverage for an employee or teacher who has called in with a sick child is problematic for districts, not to mention the resources it takes away from the classroom.

## SCHOOL DISTRICT SUCCESS STORY



### SUMMARY:

Lawrence USD 497 worked with the Kansas Breastfeeding Coalition (KBC) to implement a districtwide policy to formalize their support for their employees who breastfeed. The school district moved to a proactive approach to providing support to breastfeeding staff which has previously been provided upon employee request.

### CHALLENGE:

Reducing costs while continuing to support staff is a concern for most Unified School Districts. Districts are looking for innovative strategies to address the following costly human resource expenses.

- **Turnover of quality faculty and staff**— many school districts are faced each year with replacing quality teachers and key staff members who did not return from maternity leave because they didn't know if they could manage returning to work and continuing to provide breast milk for their baby. Replacing teachers and staff takes time and resources away from the classroom.
- **Absenteeism**— finding last-minute coverage for an employee or teacher who has called in with a sick child is problematic for districts, not to mention the resources it takes away from the classroom.
- **Rising healthcare costs**— rising health care costs are a concern for all employers and school districts are no exception. Many districts are looking for ways to reduce costs.
- **Recruitment of high-quality faculty and staff**— districts are looking for low-cost



# So What, Now What?



# Go to “Grab & Go”

**KANSAS Teaching & Leading Project**

Navigating Next

Educator Resources

Literacy Resources (COMING SOON)

Events

About Us

Q

**What can we do or consider first?**

+ Breastfeeding Support for Employees, Faculty & Student with COVID considerations

**What can we consider or do next?**

+ Coming Soon

**How can we dig deeper?**

+ Coming Soon

<https://kansasteachingandleadingproject.org/fiscal-and-operational-management/#what-can-we-do-or-consider-first>

OR

<https://ksbreastfeeding.org/cause/business-case-for-breastfeeding/>





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# Thank you!

To receive a certificate of completion for this session, please complete the form below. A certificate will be emailed to the address listed within 24 hours. If you do not receive your certificate, please email Emma Herrman ([emma.herrman@greenbush.org](mailto:emma.herrman@greenbush.org)).

ACCESS CERTIFICATE OF COMPLETION  
FORM: [HERE](#)



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If you or your staff would like to learn more about this topic or others, please [contact your local education service center](#) for more in-depth training opportunities.

