



Rowan College of South Jersey

Administrative Procedure: 7105

LACTATION ROOM ACCOMMODATIONS FOR EMPLOYEES AND STUDENTS

The College supports and encourages the practice of breastfeeding and the expression of breast milk by nursing mothers. Additionally, it is the policy of the College to prohibit discrimination and harassment of breastfeeding employees and students who exercise their rights under policy and federal law. The Lactation Room is a private, quiet space for nursing mothers to express breast milk during normal College operating hours.

For Employees and Students

- Users are required to sign a Lactation Room waiver available from the contacts listed for the respective campuses below. **Note:** All users on the Gloucester Campus are expected and agree to keep the key code confidential.
- Lactation Room users should always knock before entering the room and turn the lock to “Occupied” during use. Generally, a maximum of thirty minutes per session, three times per school/work day should be sufficient.
- Lactation Room users agree to use the room for lactation purposes only. No other acquaintances or individuals are permitted in the room. Violation of this rule will result in revoked access.
- Users must provide their own breast pump and supplies. Breast milk must be stored elsewhere as a refrigerator is not available in the room.
- Users are expected to take all belongings with them when they have completed their session and to leave the area clean. Any personal items left in the room will be confiscated and turned over to Security.
- The College is not responsible for any losses, injuries, or other damages resulting from the use of the lactation room.

For Employees

- Female employees who are nursing will be entitled to reasonable break periods during normal business hours to express breast milk.
- A request for an accommodation under this policy will be treated as a request for a flexible work schedule. An employee will be entitled either to request reasonable unpaid break time or to use paid break or meal times for this purpose. Leave time granted may be made up at the beginning or end of the day on which leave is taken.

Cumberland Campus

Three rooms are available for use on the Cumberland campus:

- Academic Building across from A26
- Paula J. Ring – Buck Street location in the locking kitchenette area
- Arts and Innovation Center – Faculty Lounge

Students and employees who are nursing mothers can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key:

- Student Counseling and Wellness
 - Contact: Heather Bense, 856-691-8600, ext. 1258, hbense@rcsj.edu
- Diversity and Equity, College Center
 - Contact: Nathaniel Alridge, 856-691-8600, ext. 1414, nalridge@rcsj.edu
- Human Resources, College Center
 - Contact: Rosemarie Fiscus, 856-691-8600, ext. 1243, rfiscus@rcsj.edu
- Security
 - 856-691.8600, ext. 1777

Please report any problems with the Lactation Room immediately to:

- Academic Building:
 - Security at 856-691-8600, ext. 1777;
 - Heather Bense, Director, Student Counseling and Wellness, 856-691-8600, ext. 1258, hbense@rcsj.edu
 - Nathaniel Alridge, Jr., JD, Director, Diversity and Equity, Title IX and Judicial Affairs, 856-691-8600 ext. 1414, nalrdige@rcsj.edu; or
 - Rosemarie Fiscus, Director of Human Resources, 856-691-8600 ext., 1243, rfiscus@rcsj.edu.
- Buck Street, Michael Goonan, Director of Workforce Education and Career Services, 856-691-8600 ext. 2373, mgoonan@rcsj.edu
- AIC, Jacqueline Sandro, Director Arts and Innovation, Clay College, 856-691-8600 ext. 2391, jsandro@rcsj.edu.

Gloucester Campus

The lactation room is located in the Instructional Center (IC) and can be accessed through the women's restroom closest to Room 430.

Students and employees who are nursing mothers can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key code:

- Student Engagement, College Center
 - Contact: Samantha Van Kooy, 856-415-2276, svankooy@rcsj.edu
- Student Empowerment, College Center
 - Contact: Kristen Wilson, 856-494-5688, kwilso22@rcsj.edu
- Diversity and Equity, College Center
 - Contact: Almarie Jones, 856-415-2154, ajones@rcsj.edu or
 - Contact: Joan Kuhar, 856-415-2111, jkuhar@rcsj.edu
- Human Resources, College Center
 - Contact: Coryndi McFadden, 856-415-2112, cmcfadden@rcsj.edu

Any problems with the Lactation Room should be immediately reported to:

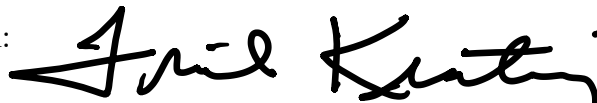
- Samantha Van Kooy, Executive Director, Student Engagement at 856-415-2276, svankooy@rcsj.edu or
- Almarie Jones, Special Assistant to the President Diversity and Equity/Title IX at 856-415-2154, ajones@rcsj.edu.

Any use of the lactation room in conflict with College policy and this administrative procedure will result in access being revoked immediately.

Area: Human Resources

Approved: 04/16/20

President's Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7105 Lactation Room Accommodations for Employees and Students*

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