To: Commissioners, First 5 Ventura County

From: Lauren Arzu, Acting Co-Executive Director (on behalf of the Administration Finance Committee)

Date: August 21, 2025

Re: **Recommendation to Adopt Lactation Accommodation Policy and Procedures**

Background

First 5 Ventura County is committed to creating a family-friendly and supportive workplace for all employees. In alignment with our commitment to promote the health and well-being of young children and families, we propose establishing a formal **Lactation Accommodation Policy**.

This policy is designed to meet the requirements of **state and federal law**, including California Labor Code Sections 1030–1033 and the federal **Fair Labor Standards Act (FLSA)**. These laws require employers to provide:

- **Reasonable break time** for employees to express breast milk for an infant child.
- A **private space**, other than a bathroom, that is **shielded from view and free from intrusion**, to express milk.
- **Notification to employees** about their rights to lactation accommodation at the time of hire, when they request parental leave, and upon return to work.
- **Complaint process** if employees rights have been denied.

In addition to fulfilling these legal requirements, F5VC **strongly supports breastfeeding and chestfeeding as a public health priority** and a personal choice. We recognize the importance of accommodating lactating employees in a respectful, inclusive, and practical manner. This policy ensures that all employees are aware of their rights and that managers understand their responsibilities in providing appropriate accommodations.

Through this policy, we would affirm our commitment to supporting the well-being of our staff and their families while promoting a workplace culture of dignity, health, and inclusion. The proposed policy has been reviewed and approved by legal counsel and the Administration Finance Committee.

Recommendation

The recommended action is to approve the Lactation Accommodation Policies and Procedures, as attached.

Proposed August 21, 2025

Lactation Accommodation Policy and Procedures

Background

First 5 Ventura County (F5VC) is proud to be a lactation- and chestfeeding-friendly workplace that supports and respects every employee's choice in how they feed their child. We recognize the many physical, emotional, and developmental benefits of milk expression and are committed to providing a supportive environment where employees can express milk comfortably, safely, and with dignity.

We fully comply with all state laws regarding lactation accommodation and aim to foster a workplace culture that supports the health and well-being of our team members and their families. Creating an atmosphere of support may also reduce absenteeism and turnover by meeting the real-life needs of working parents.

Note: In this policy, we use the terms "breastfeeding" and "chestfeeding" to reflect the diverse ways individuals may describe their feeding experience. "Lactation" refers to the act of producing or expressing milk, regardless of gender identity.

Policy

Employees have the right to request lactation accommodations at any time. To make a request or to ask questions, employees are encouraged to contact the Human Resources Manager or email hr@first5ventura.org. The HR Manager will serve as the main point of contact for employees and supervisors to ensure that accommodations are arranged respectfully and promptly.

Lactation Locations

F5VC will provide a private, secure, and comfortable space for employees to express milk during the workday. This space will:

- Be shielded from view and free from intrusion by coworkers or the public.
- Include access to electricity.
- Be available when needed and fully functional for milk expression.
- Not be a bathroom (even if private), in compliance with legal requirements.

Additionally, employees will have access to a nearby sink with running water and a refrigerator suitable for storing expressed milk.

If an employee's primary work location is at a shared or off-site facility (such as a school, church, or community space), the HR Manager will work with the site's management to identify a suitable, private location for lactation needs.

F5VC understands that some roles or worksites may require more customized solutions. In such cases, the HR Manager, Director of HR & Operations, and/or Department Director will collaborate with the employee to find an arrangement that meets their needs while supporting their work.

Scheduling

We understand that expressing milk may not fit within standard break periods. F5VC will provide a reasonable amount of time for lactation or breast/chestfeeding breaks during the workday.

Whenever possible, these breaks will run concurrently with the employee's regular rest or meal breaks. However, if additional time is needed, it will be provided. Travel time to and from the lactation space is not counted as part of the break.

All employees who are lactating or chestfeeding will be provided the time they need to express milk or feed their child during the workday.

Compliance and Employee Rights

If F5VC is unable to provide a suitable break or location that complies with this policy, a written response will be provided to the employee.

Employees have the right to file a complaint with the California Labor Commissioner if they believe their rights under this policy or relevant laws have been violated.

Policy Distribution

This policy will be provided to all new employees during onboarding and shared again if an employee inquires about or requests parental leave.

F5VC is committed to supporting all employees and their families through inclusive, compassionate, and responsive workplace policies. We are proud to stand behind our team and promote practices that reflect equity, respect, and care.