

LACTATION BREAK POLICY

Eligible Employees

All non-exempt employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child. The County encourages all eligible employees who intend to take breaks under this policy to notify the Director of the County Division of Personnel of their intent, for example, when they are discussing their return to work following leave relating to childbirth.

Lactation Breaks

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their immediate supervisor of the frequency, timing and duration of lactation breaks they need to take.

Please contact your immediate supervisor for information about the designated location for lactation breaks in closest proximity to your work area.

The employee is responsible for the packaging, storing and safe keeping of her expressed breast milk.

Compensation During Breaks

Lactation breaks under this policy are unpaid. However, employees who use meal/lunch or rest break time to express breast milk should let their immediate supervisor know and will be compensated in accordance with County's policy on meal/lunch or rest breaks or in accordance with applicable employees' collective bargaining agreements for covered employees.

Employees who are required to record time under the County's timekeeping policy must accurately record the start and end of lactation breaks in accordance with **each department's applicable timekeeping system** for their lactation breaks in accordance with the County's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked.

Employees may begin work before the regularly scheduled start of their shift or continue working past the regularly scheduled end of their shift to make up any time used for lactation breaks. Employees who choose to do this should speak with their immediate supervisor in advance to make appropriate arrangements.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

ANTI-RETALIATION POLICY

It is the intent of the County to adhere to all federal, state and local laws and regulations that apply to the County, many of which are reflected in the County's internal rules, policies and procedures, and the underlying purpose of this Policy is to support the County's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. To that end, the County encourages all employees to report wrongful, fraudulent or illegal workplace activities, policies or practices or governmental mismanagement or abuse of authority. Employees are expected and encouraged to bring any such conduct or activity to the County's attention, and to provide management with a reasonable opportunity to investigate and correct the alleged unlawful activity. The County strictly prohibits retaliation in relation to such reporting activity. Similarly, the County strictly prohibits retaliation against employees based on the employee's permissible political activities or affiliations.

A Notice regarding rights and obligations regarding retaliation pursuant to New Jersey's Conscientious Employee Protection Act ("CEPA") is posted within each County work location. If you have questions regarding the particular location of the CEPA notice in your particular workplace location, please contact your immediate supervisor.

Any questions or complaints regarding retaliation are to be directed to the County Division of Personnel.

This policy supersedes any and all prior versions published or distributed by the County and all inconsistent oral or written statements.

AMERICANS WITH DISABILITIES ACT/ PREGNANCY ACCOMMODATION POLICY

The County of Hudson is committed to complying with all the relevant and applicable provisions of the Americans with Disabilities Act (“ADA”), as amended by the Americans with Disabilities Amendments Act, the New Jersey Law Against Discrimination and any other and related state or local laws. The County of Hudson will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability or pregnancy. The County of Hudson will also make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability or who is pregnant who is an applicant or an employee unless undue hardship or a direct threat would result.

An applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds or desires should contact the Director of the County Division of Personnel who is the Designated ADA Coordinator for the County of Hudson and request such accommodation. The accommodation request can be written or oral and can be made by the employee or by someone else on the employee’s behalf. The accommodation request should specify the accommodation the employee needs to perform the job. If the requested accommodation is reasonable and will not impose an undue hardship or a direct threat, the County of Hudson will make the accommodation in accordance with applicable law. The County of Hudson may propose an alternative to the requested accommodation or substitute one reasonable accommodation for another, but the County of Hudson retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process. The duty to cooperate includes making every effort to provide management with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation.

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