I. Introduction

Absent undue hardship or direct threats to the health and safety of employee(s), the Rio Hondo Community College District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

II. Lactation accommodation

A. Employees have the right to request lactation accommodation and should make the request to the Vice President of Human Resources. The Vice President of Human Resources or their designee will respond to the request.

B. All employees are entitled to lactation accommodations. An overtime-eligible employee who wishes to breastfeed and/or express breast milk for their infant child during their scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

C. The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee’s work area, and the location will be other than a bathroom. The location shall contain a surface to place a breast pump and personal items, a place to sit, and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. Access to a sink with running water and a refrigerator or other suitable cooling device suitable for storing milk in close proximity to the employee’s workspace will also be provided.

D. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and
should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

E. Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee’s workday.

F. Employees may file a complaint with the Labor Commissioner for any alleged violation of Labor Code Sections 1030, et seq., which governs lactations accommodations.

III. Interactive process

A. The District is required to engage in a “timely, good faith, interactive process” with an employee or applicant in response to requests for reasonable accommodations. An effective interactive process provides the means by which an employer and employee determine if a reasonable accommodation is feasible based on the following:

1. analysis of the essential job functions;

2. identification of the limitations of the position;

3. identification of possible accommodations; and

4. consideration of preferences of the employee or applicant.

B. An accommodation may be requested by the employee, an applicant or a healthcare provider, a family member, or another representative.

C. A decision regarding the allowance of a proposed accommodation should be made whenever possible within 20 workdays of the interactive meeting.

D. Following each interactive meeting, the employer should document the accommodations considered in a letter or form to the file or a letter or form to the employee. If an accommodation cannot be agreed upon, the denial must be supported by specific, legitimate reasons.

E. A periodic review of the status of the accommodation should take place to review the effectiveness of the accommodations, and to review the need to either continue or terminate the accommodation.
IV. Sources/references

A. Government Code Sections 12926, 12940, and 12945

B. Labor Code Sections 230 and 1030 et seq.

C. Title 2 Sections 11040 et seq., 11050 et seq., and 11060 et seq.

D. U.S. Code Section 207 subdivision (r)

E. 42 U.S. Code Sections 12101 et seq.

F. 42 U.S. Code Sections 2000e et seq.

G. 29 Code of Federal Regulations Parts 1605.1 et seq.