

Lactation Accommodation FAQs

1. What must Metro provide to workers who need to express breast milk in the workplace?

Metro is required to provide a reasonable amount of break time and a space to express milk as frequently as needed by the lactating employee, for up to two years following the birth of the employee's child, per Washington State law. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. The provided space cannot be a bathroom, and it must be shielded from view and free from intrusion by coworkers or the public.

2. Does the break time have to be paid break time?

Yes and no. Operators will be paid for the time taken to express milk as outlined in the lactation accommodation process. However, employees will not be paid for any break time for lactation beyond the paid break periods as prescribed in your union contract and Personnel Guidelines.

3. Does Metro need to create a permanent, dedicated space for use by lactating mother employees?

No. A space temporarily created or converted into a space for expressing milk or made available when needed by the lactating employee is sufficient provided that the space is shielded from view, and free from any intrusion from coworkers and the public. However, given Metro's large workforce and commitment to supporting families, Metro has chosen to designate permanent lactation rooms.

4. Where are the designated lactation rooms?

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| Atlantic/Central Base | 1500 6th Ave S, Building 2A Seattle, WA 98134 | Room 2021 |
| Bellevue Base | 1790 124th Ave NE Bellevue, WA 98005 | 2nd floor near the wellness rooms and adjacent to the restrooms |
| East Base | 1975 124th Ave NE Bellevue, WA 98005 | Room 107 |
| King Street Center | 201 S Jackson St Seattle, WA 98104 | 8th floor |
| North Base | 2160 N 163rd St Shoreline, WA 98133 | Conf room near conf room 1 |
| Ryerson Base | 1220 4th Ave Seattle, WA 98134 | Room 204 |
| South Base | 12100 E Marginal Way S Tukwila, WA 98168 | Room 107 |
| Operations | 901 5th Ave Seattle, WA 98164 | Room 126 |

5. What are some of the lactation room use guidelines?

Lactating employees may access the lactation room only for the purpose of expressing, storing and collecting breast milk. Please limit use of the space to activities associated with expressing milk only.

It is the responsibility of everyone using the lactation room to maintain a clean room and refrigerator so that it is ready for the next person. Please label the milk with your name and date and remove stored milk at the end of your work day.

Please notify Transit Facilities if the room needs attention.

6. Who has access to the rooms?

All employees who have lactation needs will have access to the rooms. Additionally, cleaning staff will also access the rooms to maintain the space.

7. Do I need an access code or key?

Yes. The rooms are all outfitted with a keypad door lock. For the access code, please reach out to anyone in Human Resources, Chiefs, administrators, dispatchers, or Transit Disability Services. The same access code can be used at all of Metro's designated lactation spaces.

8. Does the space have a breast pump I can use?

No. Metro does not provide breast pumps in our lactation rooms. Please bring your own pump and supplies.

9. Is there a refrigerator for storing milk?

Yes. Each room has a refrigerator for the sole use of storing milk and pump parts. Please be sure to label the milk with your name and date and remove the stored milk at the end of your work day.

10. Who should I contact if the room needs cleaning or attention?

Please notify the Transit Facilities team through a work order request (F:\SharedData\Forms\WorkRequestForm20160311.doc), calling 206-477-3900, or emailing PowerandFacilities.WorkCenter@kingcounty.gov.

11. What is in the room?

Each room has a table and chair(s), access to outlets, and a refrigerator.

12. How do I request help for additional support?

Metro is committed to creating time and space to support employees during this period of transition. If you anticipate additional support to meet your pumping needs, please fill out the Lactation Accommodation Request form and submit it to the Transit Disability Services Team (TDS@kingcounty.gov). A member of the Disability Services Team will work with you and your manager or chief to make a plan.

13. What is a lactation accommodation?

A lactation accommodation is a process to ensure that lactating employees are given the opportunity to continue in their current position while balancing their lactation schedule. Once a Lactation Accommodation request form is submitted, the Transit Disability Services team will notify your superintendent and chief about the need for accommodation. The TDS team will schedule a time for you and your chief to meet and go over your pumping needs and create a plan that will support your ability to continue to perform your job while balancing the need to pump.

14. Will an accommodation for my lactation needs affect my pick seniority?

The lactation accommodation should not affect your pick seniority. During pick, employees should take their lactation needs into account when selecting future assignments.

15. Who do I reach out to if the accommodation plan is not working?

Reach out to your manager or chief and/or a member of the Transit Disability Services team if the lactation accommodation plan is not working. Your supervisor and the TDS team will work with you and your chief to determine if there is another accommodation that will support your needs.

16. Do I need to tell my chief or supervisor that I am lactating?

No. You do not need to tell your chief or supervisor that you are lactating if you do not want to. However, if you need a lactation accommodation, your chief will be informed as they will need to work with you, your worksite and the Transit Disability Services team to come up with a lactation accommodation plan.

17. Where can I get more information about lactation and resources?

Information is available at all of our bases, KSC, and online. You can also access additional information on:

- King County's Balanced You website
<https://www.kingcounty.gov/audience/employees/balanced-you.aspx>.
- King County Leave Website
<https://www.kingcounty.gov/audience/employees/benefits/leaves.aspx>
- King County's Lactation Accommodation Policy
<https://www.kingcounty.gov/~media/audience/employees/policies-forms/hr-policies/New-Policy-Documents/2011-0006-Lactation-Accommodation-62915.ashx?la=en>
- List of Wellness and Lactation rooms
https://www.kingcounty.gov/~media/audience/employees/balanced-you/King_County_wellness_and_lactation_rooms_list.ashx?la=en
- Federal Law. Section 4207 of the Patient Protection and Affordable Care Act (ACA) revises the Fair Labor Standards Act (FLSA) requiring employers to provide non-exempt (hourly) workers:

1. A reasonable break time to express breast milk for up to two years after the child's birth each time such employee has the need to express breast milk.
 2. A private space, other than a bathroom, that is shielded from view and free from intrusion of others, to express breast milk.
Check out Fact Sheet #73 Break Time for Lactating Mothers
(<http://www.dol.gov/whd/regs/compliance/whdfs73.pdf>) under the FLSA for more detailed information about the federal law.
- Washington State Law RCW 43.10.005 requires employers to provide reasonable break times for employees to express breastmilk for up to two years after the child's birth.