

525.0 - Lactation Spaces

Purpose:

The purpose of this operational procedure is to accommodate students, employees, and visitors who wish to breastfeed or express breast milk on campus.

Procedure:

1. BSC shall provide:
 - a. A convenient, sanitary, safe, and private location, other than a restroom, allowing privacy for breastfeeding or expressing breast milk. If a designated lactation room is not available within reasonable proximity, BSC will work to identify and, if needed, modify, an existing non-restroom space to temporarily serve that purpose.
 - b. A convenient, clean, and safe water source with facilities for washing hands and rinsing breast-pumping equipment located in or near the private location.
2. Employees:
 - a. BSC will provide reasonable break time for an employee to nurse or express breast milk for a nursing child for one year after the child's birth each time such employee has need to express milk.
 - b. The frequency of breaks needed to nurse or express milk as well as the duration of each break may vary. The employee and supervisor will work through the interactive process to establish a schedule that accommodates both the needs of the employee and the needs of BSC.
 - c. Travel time to a lactation room must be considered and may extend the reasonable break time. If additional break time is needed beyond what is allowed under North Dakota State Board of Higher Education Human Resource Policy 18 Rest Periods, BSC shall not be required to compensate an employee receiving reasonable break time for any time spent breastfeeding, expressing breast milk, or traveling to a lactation room.



- d. Supervisors may permit extensions for reasonable break time with options that may include alternate start/stop times to the workday, rearranging break periods, and flexible scheduling. For non-exempt employees, supervisors will need to allow flexibility for employees to be able to earn all paid hours.
- e. Location
 - i. Visit with Human Resources (bsc.humanresources@bismarckstate.edu) and your supervisor to determine an appropriate location.
3. Students
 - a. Location
 - i. Visit with Student Accessibility (bsc.accessibility@bismarckstate.edu) to determine an appropriate location.
4. Visitors
 - a. Location
 - i. Visit with BSC's Campus Scheduling Associate (bsc.facilityreq@bismarckstate.edu) to determine an appropriate location.
5. Approved BSC Lactation Rooms
 - a. BSC Health Sciences Building, Room 164
 - b. National Energy Center of Excellence, room 346B
 - c. Advanced Technology Center, 2nd floor Aquatics & Wellness Center, 1st floor, Changing Room 4

Additional non-restroom spaces are available and door signage is available by contacting the BSC officials listed above.

BSC does not provide refrigeration in lactation rooms.

References:

[Pregnancy Discrimination Act of 1978](#)

[Title IX and Sex Discrimination](#)

603.1.2 [Sexual Harassment and Title IX Compliance Policy](#)

603.1.2 [Sexual Harassment and Title IX Compliance Policy Procedure](#)

[North Dakota State of Board of Higher Education Human Resource Policy 18 Rest Periods](#)

History of This Procedure:

Guidelines were established and distributed on April 18, 2011.

Revisions: changed from a guideline to a policy; reviewed by the Operations Council on July 13, 2016 and approved by the Executive Council August 1, 2016; approved by the President's Cabinet September 12, 2016; October 26, 2016; June 26, 2017; August 16, 2017; February 18, 2020; changed from a policy to an operational procedure; reviewed by the Campus Council on April 26th, 2023, and reviewed by the Executive Council on May 17th, 2023, approved by the President on June 8th, 2023. Approved by VPSA Kaylyn Bondy on June 11th, 2025.