



# Cochise County Board of Supervisors

*Public Programs...Personal Service*  
[www.cochise.az.gov](http://www.cochise.az.gov)

**Policy Title: Lactation Accommodation**

**Policy Number: 223\***

---

**Effective:** XXXXX X, 2022

**Supersedes:**

**Last Reviewed/Updated:**

**Scope/Coverage:** All county employees

**Policy Contact:** Director of Human Resources

---

## I. Contents and Purpose

Cochise County is family-friendly and supports breastfeeding mothers by accommodating lactation needs through this policy for up to one year after the birth of a child.

## II. Procedure

Lactating mothers returning to the workplace shall complete and submit a Lactation Accommodation Request Form to Human Resources. The request form shall provide the employee the opportunity to request the following:

- A. A private space to express milk.
- B. Lactation breaks to run concurrently with regular breaks.
- C. Additional unpaid lactation breaks.
- D. A separate and secure location to store milk and pump equipment.

## III. Accommodation

Cochise County shall accommodate lactating mothers for up to one year after the birth of a child by providing the following.

- A. A designated, private location shall be made available for the purpose of expressing breast milk.
  - 1. To ensure availability of the lactation area, a schedule will be used to reserve use of the room.
  - 2. Additional guidance on the use of the room shall be posted in the lactation area.
- B. A small refrigerator shall be specifically designated for the storage of breast milk.



# Cochise County Board of Supervisors

*Public Programs...Personal Service*  
[www.cochise.az.gov](http://www.cochise.az.gov)

1. Human Resources shall coordinate with the Facilities Department to ensure a refrigerator is placed in an appropriate location, upon completion of the Lactation Accommodation Request Form
  2. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk.
  3. Any nonconforming products stored in the refrigerator may be disposed of.
  4. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.
- C. Departments shall take action to provide flexibility for breaks as possible and requested.
1. Mothers are encouraged to schedule lactation breaks concurrently with regular breaks.
  2. Upon request, additional unpaid breaks of 20 minutes or more will be made available.