



Lactation Program

CSUF is committed to providing faculty, staff, students, visitors and job applicants with a private, secure, convenient and sanitary space to use for lactation. They are “Rejuvenation Spaces” and they are shielded from intrusion from others. The Rejuvenation Spaces contain a comfortable sofa or chair, access to electricity, and a table near or attached to a chair that will support a lactation pump. The space provides access to a sink and refrigerator in close proximity to the employee’s workspace. If there is no refrigeration in close proximity to the workspace, working mothers should notify Title IX and Gender Equity to locate refrigeration. If not, the University may provide another cooling device suitable for storing milk, such as an employer-provided cooler. However, working mothers expressing milk are expected to make their own arrangements for providing sealed containers for proper storage.

Where there is an instance of other employers or general contractors coordinating a multiemployer worksite, within 2 business days, upon written request of any subcontractor employer with an employee that requests an accommodation, we shall provide the employee with access to a Rejuvenation Space.

I. Nursing mothers who work

Employers must provide a “reasonable break time” for nursing mothers to express milk for up to one year after their child’s birth. The frequency and duration of the breaks will vary depending on a number of factors. The time necessary to express milk includes, among other things, the time walking to and from the Space, retrieving of and setting up a pump or other supplies, washing and cleaning the pump or other supplies and storing milk.

Supervisors and managers are reminded to take necessary steps (e.g., revising staff break schedules) to ensure that normal business operations are not unreasonably disrupted as a result of providing breaks for nursing mothers to express milk.

Nursing mothers who plan to express milk while at work, prior to their return from maternity leave, need to first contact their Human Resources (HRDI or HR) or Benefits department to discuss guidelines for expressing milk during working hours. After HR has been contacted, the employee should contact Title IX and Gender Equity at (657) 278-2121 for information on scheduling a Space. Nursing mothers are responsible for notifying their direct supervisor/manager if they use any additional time beyond their usual break or meal times.

- CSUF State employees: For more details on break time for working nursing mothers,

refer to CSU technical letter HR/Salary 2011-05:
<http://www.calstate.edu/HRAAdm/pdf2011/TL-SA2011-05.pdf>.

- ASC & ASI employees: For more details on break time for working nursing mothers, please contact your Human Resources department.

II. Scheduling

- A. The Space can be scheduled for a maximum of 30 minutes at a time unless prior accommodations are made with one of the representatives shown above.
- B. To accommodate all requests, please adhere to your allotted time scheduled. If additional time is needed, please contact your representative.
- C. Should you no longer have a need for the Space before your designated end date or should you need an extension, please notify your representative.
- D. Working mothers wishing to express milk during work hours should contact your HRDI, HR or Benefits department for details. Nursing mothers are responsible for notifying their direct supervisor/manager if they use any additional time beyond their usual break or meal times. CSUF States employees, please refer to the CSU technical letter HR/Salary 2011-05: <http://www.calstate.edu/HRAAdm/pdf2011/TL-SA2011-05.pdf>.
- E. You must also complete and submit a Rejuvenation Space Request Form and Use agreement at the time of your request.

III. Facilities

The University currently has designated six Spaces on campus. The building locations are listed below. Also please see the chart and specific information regarding each Space below.

- College Park (CP)
- Facilities Management (FM) – **TEMPORARILY CLOSED**
- Langsdorf Hall (LH)
- McCarthy Hall (MH)
- Pollak Library (PLN)

<i>INFORMATION ON REJUVENATION SPACES</i>	GENDER INCLUSIVE	WHEELCHAIR ASSESSIBLE
College Park - CP-770-08	Yes	Yes
Facilities Management - FM-C-256C <i>(Known as Corporation Yard or the "T" buildings or T-2500. Campus map shows the area as Corporation Yard.)</i>	TEMPORARILY CLOSED	TEMPORARILY CLOSED
Langsdorf Hall - LH-645	Yes	Yes
McCarty Hall - MH-383B <i>(Enter through women's restroom)</i>	No	Yes
Pollak Library - PLN-327	Yes	Yes

IV. Space use and cleaning

- A. If the Space is occupied during your scheduled time, please contact your representative. Should your representative be unavailable, please contact any of the other representatives listed above.
- B. If you find the Space is not clean prior to use, please notify your representative immediately for another Space. You may also contact Facilities Work Control Center at (657) 278-3494 for cleaning. Irvine users please notify the main front desk employee.
- C. No other individuals are permitted in the Space at any time, unless prior approval is given by your representative.
- D. Please remove your trash from the Space.
- E. Please ensure the door closes to secure the Space before and after each use.
- F. Please do not share the lock box code with others.
- G. The University is not responsible for lost or stolen items left in the Space.
- H. To conserve energy, please turn off the lights after each use.

V. Representatives

Please contact the appropriate representative in the table below, at least 7 days prior to your need to use the Space, if possible.

	LACTATION REQUESTS	AMERICANS WITH DISABILITIES/ DISABILITY ACCOMMODATION REQUESTS
ALL STUDENTS	Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205	Ana Quiroz or Lori Palmerton Gordon Hall 106 (657) 278-3112
CSUF STATE EMPLOYEES AND JOB APPLICANTS	Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205	Contact your search committee chair or recruiter. If unavailable, contact Griselda Marquez (657) 278-5187 or Kelynn Mullally (657) 278-5333 College Park 700
ASC EMPLOYEES AND JOB APPLICANTS	Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205	Bertha Leon (657) 278-4120 or Rosario Borromeo (657) 278-4116 Titan Hall 135 & 136
ASI EMPLOYEES AND JOB APPLICANTS	Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205	Yvonne Castillo (657) 278-2384 or Sharon Johnson (657) 278-7060 Titan Student Union 227
CAMPUS VISITORS	Contact your event coordinator. If unavailable, contact Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205	Contact your event coordinator.

Title IX is a federal law that prohibits sex-based discrimination in federally funded educational programs or activities. [CSU Executive Order 1096](#) prohibits discrimination against employees and visitors. [CSU Executive Order 1097](#) prohibits discrimination against students.

Students, employees, visitors and job applicants who want to file a complaint alleging sex-based discrimination and/or harassment may contact the Title IX and Gender Equity Office at (657) 278-2121 or complete the online complaint form available at <http://www.fullerton.edu/titleix/process/online.php>; or they may contact the Labor Commissioner's field enforcement unit at <https://www.dir.ca.gov/dlse/dlse-bofe.html>.

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