



Rowan College of South Jersey

Administrative Procedure: 7105

LACTATION ROOM ACCOMMODATIONS FOR EMPLOYEES AND STUDENTS

The College supports lactating parents who need to express milk during the work/school day. Additionally, it is the policy of the College to prohibit discrimination and harassment of lactating parents who exercise their rights under policy and federal law. The Lactation Room is a private space available to those who need it during normal College operating hours.

For Employees and Students

- Users are required to sign a Lactation Room waiver available from the contacts listed below for the respective campuses. **Note:** All users agree to keep the key code confidential.
- Lactation Room users should always knock before entering the room and turn the lock during use. Users should limit sessions to thirty minutes, if there is another individual waiting to use the room.
- Lactation Room users agree to use the room for lactation purposes only. No other acquaintances or individuals are permitted in the room. Violation of this rule will result in revoked access.
- Users must provide their own supplies. Expressed milk storage is the responsibility of the user. A refrigerator is not available in the Lactation Room.
- Users are expected to take all belongings with them when they have completed their session and to leave the area clean. Any personal items left in the room will be turned over to Security.
- The College is not responsible for any losses, injuries, or other damages resulting from the use of the Lactation Room.

For Employees

- Employees who are lactating parents will be entitled to reasonable break periods during normal business hours to express milk.

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- A request for an accommodation under this policy will be treated as a request for a flexible work schedule. An employee will be entitled either to request reasonable unpaid break time or to use paid break or meal times for this purpose. Leave time granted may be made up at the beginning or end of the day on which leave is taken.

Cumberland Campus

Two rooms are available for use on the Cumberland campus:

- Catherine J. Arpino Education & Humanities Center (EHC), across from A26
- Arts & Innovation Center (AIC) – Faculty Lounge

Students and employees can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key:

- Student Counseling and Wellness, Catherine J. Arpino Education & Humanities Center
 - Contact: John Wojtowicz, 856-200-4761, jwojtowi@rcsj.edu
- Diversity and Equity, Catherine J. Arpino Education & Humanities Center
 - Contact: Nathaniel Alridge, 856-200-4712, nalridge@rcsj.edu
- Human Resources, Administration Building
 - Contact: Jennifer Gates, 856-415-2271, jgates1@rcsj.edu or Lauren Vilimas, 856-200-4564, lvilimas@rcsj.edu
- Security
 - 856-200-4777 or on campus call 4777

Please report any problems with the Lactation Room immediately to:

- Catherine J. Arpino Education & Humanities Center
 - Security at 200-4777 or on campus call 4777;
 - John Wojtowicz, Director, Student Counseling and Wellness, 856-691-8600, ext. 856-200-4761, jwojtowi@rcsj.edu;
 - Nathaniel Alridge, Jr., JD, Director, Diversity and Equity, Title IX and Judicial Affairs, 856-200-4712, nalridge@rcsj.edu; or
 - Jennifer Gates, Director, Human Resources & Training, 856-415-2271, jgates1@rcsj.edu.
 - Lauren Vilimas, Director, Pension and Benefits, 856-200-4564, lvilimas@rcsj.edu
- Arts & Innovation Center, Jacqueline Sandro, Director Arts & Innovation, Clay College, 856-776-2381, jsandro@rcsj.edu.

Gloucester Campus

Two rooms are available for use on the Gloucester campus:

- College Center (CC), Room 210
- Education and Humanities Center (EHC), accessed through the restroom closest to Room 430

Students and employees can gain access to the space by visiting one of the following campus departments to sign a waiver and obtain the key code:

- Student Engagement, College Center
 - Contact: Samantha Van Kooy, 856-415-2276, svankooy@rcsj.edu
- Behavioral Sciences, College Center
 - Contact: Kristen Wilson, 856-494-5688, kwilso22@rcsj.edu
- Diversity and Equity, College Center
 - Contact: Almarie Jones, 856-415-2154, ajones@rcsj.edu or
- Human Resources, College Center
 - Contact: Coryndi McFadden, 856-415-2112, cmcfadden@rcsj.edu

Any problems with the Lactation Room should be immediately reported to:

- Samantha Van Kooy, Executive Director, Student Engagement at 856-415-2276, svankooy@rcsj.edu or
- Almarie Jones, Special Assistant to the President Diversity and Equity/Title IX at 856-415-2154, ajones@rcsj.edu.

Any use of the Lactation Room in conflict with College policy and this administrative procedure will result in access being revoked.

Area: Human Resources
Approved: 04/16/20, 4/19/22
Revised: 02/14/23

President's Authorization: _____



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7105 Lactation Room Accommodations for Employees and Students*

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