



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

- 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.
- 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 mealtimes 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

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;
 - Center for Wellness & Support, 856-200-4690, wellness@rcsj.edu;
 - Nathaniel Alridge, Jr., JD, Executive Director Threat Assessment Management, Title IX, Compliance, and Judicial Affairs, 856-200-4712, nalridge@rcsj.edu;
 - Jennifer Polof, Director, Human Resources & Training, 856-415-2271, jpolof@rcsj.edu; or
 - Lauren Vilimas, Director, Pension and Benefits, 856-200-4564, lvilimas@rcsj.edu
- Arts & Innovation Center, Jacqueline Greenwell, Director Arts & Innovation, Clay College, 856-776-2381, jgreenwe@rcsj.edu

Gloucester Campus

One room is available for use on the Gloucester campus:

- Education and Humanities Center (EHC), Room 400C1.

Please report any problems with the Lactation Room immediately to:

- Center for Wellness & Support, 856-464-5236, wellness@rcsj.edu;
- Almarie Jones, Vice President, Chief Compliance Officer, 856-415-2154, ajones@rcsj.edu; or
- Tawanda Swann, Human Resources, Generalist, 856-464-5221, tswann@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, 02/14/23, 04/22/24
Revised: 06/23/25

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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