

<b>Mississippi State Department of Health General Agency Manual</b>	<b>Topic: General Policies</b>
	<b>Subtopic:</b>
<b>Effective Date: March 1, 2016</b>	<b>Reference:</b>
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Any office policy, implemented as a reasonable ADA accommodation, must be approved by the Office District/District Administrator, at a minimum, and the Director of Human Resources. Policies should be tailored to fit the circumstances and needs of the party for whom the accommodation was granted.

MSDH has a basic responsibility of maintaining an environment in which all employees can work without undue risks to their health and safety.

Although relatively rare, chemical/fragrance sensitivity can cause serious physical reactions that could result in hospitalization and even death. Therefore, any medical certification of such disabilities shall be taken seriously.

Use of fragrance products and chemicals in the workplace are not protected rights, but rather a privilege. MSDH maintains the right to regulate or to prohibit use of fragrances and certain chemical agents in the workplace that MSDH finds are objectionable or the potential source of harm to others.

Employees may self-identify as having a disability by completing *The Section 504 Assurance/Compliance Questionnaire* (Form 504).

Employees requesting an accommodation under the ADA shall not be harassed or retaliated against for requesting an accommodation. Such behaviors will not be tolerated on any level.

Managers and employees share responsibility for fostering an environment that breeds respect of others and acceptance of individual differences, including chemical/fragrance sensitivities.

### **Breastfeeding**

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, MSDH provides a positive environment that recognizes a mother's responsibility to both her job and her child when she returns to work by acknowledging that a woman's choice to breastfeed benefits the family, MSDH, and society. MSDH strives to provide a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes an agency-wide lactation support program administered by the Women, Infants, and Children's Nutrition Program (WIC).

MSDH subscribes to the following worksite support policy. This policy shall be communicated to all current employees, included in new employee orientation training and the Family and Medical Leave Act (FMLA).

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

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- **Milk Expression Breaks:** Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors. Infants are not allowed to remain in the workplace outside of these brief periods for breastfeeding.

- **A Place to Express Milk:** A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored in refrigerators or in the employee's personal cooler.

- **Education:** Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners. Examples of classes to be offered would include Lunch and Learn breastfeeding sessions and WIC breastfeeding classes.
- **Staff Support:** Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

#### **Employee Responsibilities**

- **Communication with Supervisors:** Employees who wish to breastfeed or express milk during the workday shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the agency.
- **Maintenance of Milk Expression Areas:** Breastfeeding employees are responsible for keeping milk expression areas clean using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

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- Milk Storage: Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using the MSDH- provided refrigerator/personal storage coolers.
- Use of Break Times to Express Milk: When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

## Employee Recognition Policy and Procedures

### Purpose of Policy

To provide opportunities to recognize and acknowledge MSDH employees for their contribution and commitment to the Mississippi State Department of Health.

### Principles

MSDH managers and supervisors may use a number of mechanisms to acknowledge, recognize, award and reward employees. This is achieved through non-monetary means.

- **Non-monetary** recognition is acknowledgement provided to employees in recognition of their contribution to MSDH. It includes awards that are presented to honor achievements made by an employee or group of employees.
- **Monetary** rewards are payments to employees in recognition of their performance and contribution to the MSDH. **Monetary rewards are outside the scope of this policy and procedures.**

Managers and supervisors are empowered and encouraged, as an integral part of good management practice, to promptly recognize and acknowledge the exceptional contributions of their employees. Offices and Districts may establish local recognition programs within the framework of this policy.

### Examples of Acceptable Employee Recognition Programs

- **Peer to Peer** based informal recognition program that encourages and empowers all employees to recognize the contributions of others in the workplace. This program is a non-monetary recognition program that provides employees with a range of options and tools to acknowledge colleagues for their contributions and/or commitment to their Office, Department, District, Team or to a specific MSDH initiative. Colleagues can include other employees, supervisors, managers or teams and recognition and acknowledgement are encouraged multi-directionally and cross-functionally.