

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 2: ADMINISTRATIVE POLICIES**

**EFFECTIVE DATE: 01/15/2026**

**SECTION 37: LACTATION ACCOMODATION**

**REVISED:**

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**2.37.1 Purpose**

The El Dorado County Fire Protection District is committed to supporting employees who wish to express breast milk during work hours. This policy is to establish guidelines to ensure compliance with California Labor Code 1030 – 1034 and all other applicable federal and state laws. This policy applies to all district employees regardless of rank or assignment.

**2.37.2 Lactation Accommodation**

- 2.37.2.1** Employees have the right to request lactation accommodation.
- 2.37.2.2** Employees planning to express milk at work should notify their immediate supervisor and Human Resources as soon as possible of their request for lactation accommodation.
- 2.37.2.3** The district will respond promptly to an employee’s request for lactation accommodation. If the district cannot provide break time or a location that complies with the requirements in this policy, it will provide a written response to the employee.
- 2.37.2.4** If the employee is assigned to a JPA operated ambulance, the Fire Chief and/or his/her designee shall notify the JPA Executive Director of the request for lactation accommodation.

**2.37.3 Break Time for Lactation**

- 2.37.3.1** The district will provide a reasonable amount of break time each time they need to express milk.
- 2.37.3.2** When possible, lactation breaks will run concurrently with the employee’s regular paid rest breaks. If additional time is needed beyond the regular break, that additional time may be unpaid, in accordance with California law.
- 2.37.3.3** Employees may request flexible scheduling with their supervisor, operational needs will be considered, but lactation breaks will not be unreasonably denied.
- 2.37.3.4** Emergency readiness remains essential; therefore, employees engaged in emergency operations may be interrupted during a lactation break. The district will allow the employee to resume pumping as soon as operationally feasible following an emergency response.
- 2.37.3.5** There may be circumstances when it is not operationally feasible for the district to provide employees with down time to express breast milk. The district will work with personnel to determine appropriate reasonable accommodation.

**2.37.4 Lactation Location and Requirements**

- 2.37.4.1** The district shall provide a space close to an employee’s work area that is shielded from view and free from intrusion, that is not a bathroom, to express milk.
- 2.37.4.2** If a multipurpose room is used for lactation, lactation use has priority over all other uses when needed.

- 2.37.4.3** The lactation space will contain a place to sit, a surface to place a breast pump and supplies, and access to electricity.
- 2.37.4.4** The district shall provide access to a sink with running water and a refrigerator suitable for storing milk close to an employee's work area. Employees may bring a personal cooler to store and transport expressed milk.
- 2.37.4.5** Expressed milk stored in a shared refrigerator must be in a sealed, labeled container and removed at the end of the employee's shift.

### **2.37.5 Anti-Discrimination and Anti-Retaliation**

- 2.37.5.1** El Dorado County Fire Protection District expressly prohibits discrimination, harassment, or retaliation against any employee for exercising or attempting to exercise their rights for lactation accommodation under this policy.
- 2.37.5.2** Employees may report concerns or violations to their supervisor, human resources, or the Fire Chief. Employees also have the right to file a complaint with the California Labor Commission for any violation of their right to lactation accommodation.

### **2.37.6 Lactation Accommodation Procedures**

- 2.37.6.1** Employees notify immediate Supervisor and Human Resources of the request.
- 2.37.6.2** Human Resources notifies the Fire Chief.
- 2.37.6.3** Fire Chief notifies Command Staff.
- 2.37.6.4** Division Chief coordinates with Supervisor to ensure accommodation is provided for the employee:
  - Private location, as per Standard Operating Guideline 2.37
  - Coordinate a plan for providing reasonable breaks for employees
  - For line personnel, plan should include navigating emergency calls for service
- 2.37.6.5** Division Chief shall report back to Human Resources and the Fire Chief regarding plans to accommodate the employee's request.
- 2.37.6.6** If the employee is assigned to a JPA Operated Medic Unit, the Fire Chief and/or his/her designee shall notify the JPA Executive Director.
- 2.37.6.7** Optional - If the accommodation plans may potentially affect responses, consideration should be given to notify the ECC Chief.

#### **Example:**

Employee(s) notified their Captain of the need for accommodation for lactation purposes. The Captain notified his Division Chief and the Fire Chief.

The Captain further inquired about the frequency and time needed for the accommodation. The Captain also took the necessary steps to provide a private and secure location for the employees, in this case, a lock was installed on the medic dorm room door. The employees also provided information that Marshall Hospital has a secure room that will also assist in their needs.

The Fire Chief notified Human Resources of the request for accommodation and advised of the plans being developed to meet the request.

The Fire Chief spoke with the JPA Executive Director, advising of the need to accommodate the employees, both assigned to a medic unit. The plan developed was to have the medic crew advise the ECC they would be on a delay, to avoid dispatches. Upon completion, the crew would notify the ECC they are back on normal response. The crew will also maintain a radio with them at all times, as situations within the County and Medic Unit availability levels may impact their break.

The Fire Chief notified the ECC Chief of the plan, with no changes requested by the ECC.

The Fire Chief notified the Command Team for situational awareness.

Captain is monitoring the situation to ensure compliance.