



ADMINISTRATIVE ORDER No. 3-2008

TO: All Departments

FROM: City Manager

RE: Rooms available for nursing mothers

EFFECTIVE: August 1, 2008

Under Colorado House Bill 1276, the City is required to make certain accommodations for nursing mothers. In order to meet the requirements of the Bill, the City has designated Conference Room I as the site where an employee can express breast milk in privacy. To ensure privacy, the door can be locked and the window covered with the appropriate material while in use.

The following rooms will be available in the outside buildings:

- | | |
|-------------------|--------------------------------|
| Recreation Center | Recreation Division Sub Office |
| Museum | Audio/Visual Room |
| Fire Station | File Room |
| Library | Break Room |
| Service Center | PLR Foreman Room |

Supervisors are to note break time allocated for this activity shall be unpaid. Appropriate leave time may be utilized to undertake this activity. This activity, expressing breast milk, will be in effect for two years following the birth of the nursing child.

This Administrative Order does not cover breast feeding for which the covered employee shall utilize PTO to undertake the activity.

Donald G. Salway
City Manager

11/5/2008
Date