



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 4/4/2023

To: Board of Supervisors of the County of Sonoma, State of California, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Department or Agency Name(s): Human Resources

Staff Name and Phone Number: Lynne Durrell, 707-565-6089

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Policy Adoption - County of Sonoma Lactation Policy

Recommended Action:

Adopt a concurrent resolution approving the County Lactation Policy, effective April 4, 2023.

Executive Summary:

The purpose of this policy is to adopt an ongoing, formal Lactation Policy applicable to all County departments, special districts, and agencies. The Lactation Policy establishes the framework for employees to request a lactation accommodation, provides instruction to departments about their responsibilities under the law, and gives guidance about the overall accommodation process.

Discussion:

Senate Bill 142 was introduced during the 2019 legislative session to address a requirement for employers to develop and implement a lactation accommodation policy based on changes to the California Labor Code Sections 1030-1040.

Although the County has an existing accommodation process for lactation accommodation requirements outlined in the code, the Senate Bill mandated California employers take the additional step of creating a Lactation Policy (Policy) to formally inform employees of their lactation accommodation rights under the law. To comply with California's requirements, Human Resources developed a Policy that advises employees of their lactation accommodation rights under the law. Human Resources Disability Management has concluded meet and confer obligations with all County recognized bargaining units regarding the Policy.

Summary of Policy Provisions:

- States the County of Sonoma's recognition of the importance of breast milk in the growth and development of infants and the County's intent to create a supportive environment for lactating employees
- Explains the conditions of the Policy and how the rights of lactating employees are protected
- Clearly states the requirements of the lactation space provided by the department
- Outlines and makes clear the responsibilities of Supervisors, Employees, and Human Resources

contacts and designees

- Defines the terms of the policy
- Outlines the administrative procedures for requesting lactation accommodation

In addition to ensuring the County maintains compliance with State Law, this policy demonstrates the County's continued commitment to employee retention efforts by providing accommodations that are supportive for our workforce, that improve the overall experience of employees at the County, and that further support the County's efforts to be an employer of choice in the region. As a progressive employer, the County ensures that each employee's needs will be assessed on an individual level and each employee will be accommodated based on their individual needs.

Upon adoption by this Board, Human Resources will distribute the Policy to all employees and update Administrative Policy 4-14 in the County's Administrative Policy Manual. Additionally, all new employees will be provided a copy of the Policy upon hire.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Organizational Excellence

Goal: Goal 3: Become an employer of choice with a diverse workforce that reflects our community, and an employer with a positive work culture that builds engaged and developed employees.

Objective: Objective 1: Implement programs and identify opportunities to support employee work-life balance and a positive work environment, including a Telework Policy.

Prior Board Actions:

None

FISCAL SUMMARY

| Expenditures | FY 22-23 Adopted | FY23-24 Projected | FY 24-25 Projected |
|------------------------------------|-----------------------------|------------------------------|-------------------------------|
| Budgeted Expenses | | | |
| Additional Appropriation Requested | | | |
| Total Expenditures | | | |
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | | | |
| Fees/Other | | | |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Sources | | | |

Narrative Explanation of Fiscal Impacts:

Agenda Date: 4/4/2023

In some cases, Departments may incur additional operating costs in the course of compliance with the Policy and are expected to absorb related costs within their operational budgets and prioritize office space as needs arise.

| Staffing Impacts: | | | |
|--|--|---------------------------|---------------------------|
| Position Title (Payroll Classification) | Monthly Salary Range (A-I Step) | Additions (Number) | Deletions (Number) |
| | | | |
| | | | |
| | | | |

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

1. Draft Lactation Policy
2. Concurrent Resolution

Related Items "On File" with the Clerk of the Board:

None