



Nursing Mothers Express Break Room: EMPLOYEE FORM

Acknowledgment Form

Purpose: The procedures contained in this document are for the use and knowledge of HCC employees and students only. They are intended to provide guidance and information regarding the procedures and the process for registering and using the numerous "Nursing Mothers Express Break Rooms" located at various HCC campuses throughout the entire HCC system.

Talent Engagement is the responsible department for the Eligibility to use the Break Rooms: The rooms are for the exclusive use of all eligible HCC employees and students including administrative, faculty, staff and students.

Procedures:

1. Privacy and Security for Rooms
 - a. Each room is controlled and secured by a key pad method of entry and a security latch inside the room.
 - b. The code for the rooms will be entered and changed by the Campus/district Operations or Facilities Manager. The code will be provided to each employee or student requesting the use of the room.
 - c. Students and/or employees are prohibited from sharing the key pad code with anyone other than the Campus/District Manager responsible for the safety and security of the room. Any violation of this rule may result in the student and/or employee being prohibited from using the room in the future. Serious violations may lead to additional discipline.
 - d. The student or employees using the rooms should ensure the interior latch is in place and secure.
2. Using the Express Rooms Process
 - a. The Mother's Express Rooms are solely for the use by "eligible employees and students" (other student or employee's, family and friends of eligible employees are not permitted in the rooms).
 - b. The eligible employee must sign their respective Acknowledgment Form which states they have read, understand and will follow the Nursing Mothers Express Break Room Procedures and return it to HCC Talent Relations (MC 1120).
 - c. The employees must arrange their own schedule using the bulletin board located inside each Express Room.
 - d. The employee will be granted reasonable break time as long as providing such break time does not unduly disrupt operations. If the break time is excessive and impacts the employee's ability to perform normal duties, the employee may be required to use sick or personal leave time.
 - e. The schedule of time to express must be discussed with the employee's supervisor prior to commencement of the express process.
 - f. Employees may use any of the equipment located in the Express rooms but are responsible for cleaning and disinfecting the surfaces and the equipment before leaving the room. Violations will lead to employees or students being prohibited from using the room.
 - g. Employees may use the HCC provided refrigerator located in the room and store the expressed milk but they do so "at their own risk" and HCC will not assume any liability for any medical problems that may arise from storing the expressed milk in the refrigerator.
 - h. No personal equipment (pumps or insulated bags, etc.) may be left in the room at any time except when the employee or student is inside using the room.

I, _____, acknowledge that I've read, understand and will follow the Nursing Mothers Express Break Room Procedures.

EMPLOYEE or STUDENT SIGNATURE

DATE

COLLEGE

SUPERVISOR OR CAMPUS MANAGER

Copy to: HCC Director of Talent Relations Office
3100 Main St., MC 1120
Houston, TX 77002