



PIMA COMMUNITY COLLEGE
HR001– Process for Accessing the Lactation Room

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1.0 Who is allowed access to the Lactation Room?

- All employees (Including Temporary and Adjunct Faculty)
- Students

2.0 How do you obtain access to the lactation room?

- During normal business hours (M – F, 8:00 a.m. to 5:00 p.m.), a lactating mother may contact a designated staff member on her campus in-person, by telephone, or email to request a reservation for the Lactation Room for a thirty minute time period.
- Each campus will have designated staff in the offices of the President, Vice President, Student Life, and other departments to assist and provide information regarding the Lactation Room (i.e. campus location(s), reserving the Lactation Room, and requesting access or obtaining the access card).
- A list with names of designated staff and their contact information will be distributed to designated staff/departments.

***Designated Staff:**

- Each campus is responsible for notifying Employee Relations of changes to the designated staff's contact information.
- Each campus will be responsible for utilizing the reservation calendar for their respective campus via Google Calendar. *Please Note: Access to the lactation room should be limited to ONLY those listed as a designated staff member.*
- Designated staff will have access to the calendar to reserve the room for employees and students, as requested for a thirty minute time period.
- When making the reservation, include the person's name & contact number on the reservation.
- Time should be blocked off each day for cleaning and/ or maintenance purposes based on your campus'/site need and availability.
- One access card will be distributed to each designated staff. The designated staff will keep track of their card and report any missing, non-returned, or lost cards to College Police at 520-206-2700 for immediate deactivation.
- Designated staff will follow the standard card request procedures to request new or replacement cards. Authorization will be required by the AVC for Human Resources or designee (notify Facilities Work Control Center of authorized designees).



***Regular Employees, Faculty, Adjunct Faculty, and Temporary Employees**

- Contact a designated staff member on your campus (see Locations & Contact Information) to complete the Access Request Form at least two weeks prior to requesting a reservation.
The form will be forwarded to HR for review and approval. If approved, access will be added to your access card for one year. If you do not have an access card, one will be issued to you. Lactation rooms at all campuses will be accessible upon approval.
- May reserve the Lactation Room for a thirty minute time period by contacting a designated staff member on your campus (see Locations & Contact Information). The Lactation room may be reserved for the same day, or in advance for up to 1 – 2 weeks.
- Before and after each use of the Lactation Room, you must see your campus contact to sign in and out.
- Please refer to the When utilizing the room section below for additional information.

***Students**

- May reserve the Lactation Room for a thirty minute time period by contacting a designated staff member on your campus (see Locations & Contact Information). You will be provided with the location of the room and an access card.
- If necessary, access cards can be picked up five minutes prior to the reserved time period. *Please note: If the room has been reserved prior to your scheduled time, there may be a delay in the access card's availability.*
- Access cards must be returned within five minutes of the scheduled use time.
- Before and after each use of the Lactation Room, you must see your campus contact to sign in and out.
- Please refer to the When utilizing the room section below for additional information.

3.0 Who will provide access after-hours?

- For use after-hours or on weekends, please call Police Dispatch at 206-2700.

4.0 Who should be contacted if the card does not work?

- If the access card does not work, after college hours contact College Police at 520-206-2700. Follow instructions provided by College Police.
- If the access card does not work during college hours, contact the Maintenance Department at 206-2733. Follow instructions provided by Maintenance Personnel.

5.0 When utilizing the room:

- Be sure to use the dead bolt to lock the door from the inside to ensure privacy.
- Be courteous to other lactating mothers and keep to your allotted time.
- Report any maintenance issues immediately by calling 206-2733.
- Report any security or safety concerns immediately to PCC Campus Police at 206-2700.
- Report any other issues or concerns to Human Resources, Employee Relations at 206-4624.