

Nursing Mothers Express Break Room: STUDENT 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 (nursing mothers of children less than 1 year old) 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 codes will be changed periodically but not less than on a quarterly basis. The campus/district operations or facility managers will be responsible for changing the codes.
 - e. 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. Access to the Mother's Express Rooms may not exceed one (1) year from the birth of the child.
 - c. The employees or students must notify their supervisor or campus manager each and every time they need to use the Express Room.
 - d. The eligible employee or student 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 their supervisor or campus manager.
 - e. The employees and students must arrange their own schedule using the bulletin board located inside each Express Room.
 - f. Employees and students 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 and students 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.

STUDENT SIGNATURE

DATE

STUDENT ID NUMBER

SUPERVISOR OR CAMPUS MANAGER

Copy to: HCC Talent Engagement/Talent Relations
3100 Main St., MC 1120
Houston, TX 77002
Or Scan: hcc.talentrelations@hccs.edu

Student Phone: _____
Student Email: _____
Emergency Contact: _____
Emergency Number: _____