

TOWN OF NEEDHAM
Pregnant Workers Fairness Act Policy #204

I. PURPOSE AND SCOPE

The purpose of this document is to outline the Town's policy on the Massachusetts Pregnant Workers Fairness Act and to ensure compliance with all applicable state laws.

II. APPLICABILITY

This policy applies to all employees of the Town of Needham excluding those employees under the supervision and control of the School Committee.

III. POLICY

The Town of Needham is committed to complying with all applicable provisions of the Massachusetts Pregnant Workers Fairness Act which went into effect on April 1, 2018. It is the Town's policy not to discriminate against any employee based on pregnancy or a condition related to pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodation for an employee's pregnancy or any condition related to the employee's pregnancy, unless such an accommodation would impose an undue hardship on the Town.

Employees who believe they need a reasonable accommodation for their pregnancy or a condition related to pregnancy, including but not limited to, lactation or the need to express breast milk for a nursing child, should contact the Human Resources Division. The Town of Needham encourages such employees to come forward and request reasonable accommodation. If you have any questions regarding this policy, please contact the Human Resources Division.

TOWN OF NEEDHAM
NOTICE OF THE PREGNANT WORKERS FAIRNESS ACT POLICY

The Town of Needham is committed to complying with all applicable provisions of the Massachusetts Pregnant Workers Fairness Act which went into effect on April 1, 2018. It is the Town's policy not to discriminate against any employee based on pregnancy or a condition related to pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodation for an employee's pregnancy or any condition related to the employee's pregnancy, unless such an accommodation would impose an undue hardship on the Town.

Employees who believe they need a reasonable accommodation for their pregnancy or a condition related to pregnancy, including but not limited to, lactation or the need to express breast milk for a nursing child, should contact the Human Resources Department. The Town of Needham encourages such employees to come forward and request reasonable accommodation. If you have any questions regarding this policy, please contact Human Resources.

Acknowledgment of Receipt of Notice of the Pregnant Workers Fairness Act Policy

I acknowledge receipt of this *Notice of the Pregnant Workers Fairness Act Policy* from the Town and I have read its contents.

Employee's Name (Please Print)

Employee's Signature

Date

This signed Acknowledgement is to be returned to Human Resources within five (5) business days after receipt of this Notice.