

# **Policy for Responding to and Accommodating Pregnancy and Related Conditions**



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## **Policy for Responding to and Accommodating Pregnancy and Related Conditions**

### **Non-Discrimination Statement**

Metropolitan College of New York (the “College”) is committed to maintaining an accessible and supportive environment for all students and employees who experience pregnancy or related conditions and ensuring that individuals experiencing pregnancy or related conditions receive the necessary modifications to participate fully and equally in all programs and activities. This policy applies to all pregnant persons regardless of gender identity or expression. The College does not discriminate against any student, applicant for admission, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 and the New York State Human Rights Law, and the New York City Human Rights Law.

### **Definitions**

- Familial Status: The configuration of one’s family or one’s role in a family.
- Marital Status: The state of being married or unmarried.
- Parental Status: The status of a person who is a parent, legal custodian, guardian, or in loco parentis of a person under 18 or over 18 if incapable of self-care due to disability.
- Pregnancy and Related Conditions: Includes pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, and recovery.
- Reasonable Modifications: Modifications to policies, practices, or procedures that do not fundamentally alter the College’s education programs or activities.

### **Information Sharing Requirements**

Any College employee aware of a student’s pregnancy or related condition must provide the student with the Title IX Coordinator’s contact information and inform them that the Coordinator can help prevent discrimination and ensure equal access. If the employee believes the Coordinator is already aware, they are not required to provide this information.

Upon notification of a student’s pregnancy or related condition, the Title IX Coordinator will contact the student to inform them of their rights and the process for filing complaints related to discrimination, harassment, or retaliation.

### **Reasonable Modifications for Students**

Students experiencing pregnancy and related conditions are entitled to Reasonable Modifications to ensure equal access to education programs and activities. These may include changes to schedules, assignments, and course requirements.

Students seeking Reasonable Modifications must contact the Title IX Coordinator to discuss their needs. Retroactive modifications may be available in some circumstances.

Modifications will be determined based on individual needs and may include alternative paths to completion for clinical rotations, performances, labs, and group work. In progressive curricular and cohort-model programs, medically necessary leaves may allow students to shift course order or join subsequent cohorts.

Supporting documentation may be required when necessary to determine appropriate modifications. Information about modifications will be shared with faculty and staff only as necessary.

### **Certification to Participate**

Health and safety risks related to participation in activities will be communicated to all students. A student cannot be required to provide health certification unless the same certification is required of all students and it is necessary for participation.

### **Rights of Employees and Student-Employees to Express Breast Milk**

Employees, including student-employees, have the right to express breast milk in the workplace. The College will provide 30 minutes of paid break time as needed for up to three years following childbirth. Employees must provide written notice of their need for breast milk expression to Elaine Robles, Director of Human Resources ([erobles@mcny.edu](mailto:erobles@mcny.edu)). Additional unpaid time beyond the 30 minutes may be taken using existing paid break or meal time.

The College will not deduct an employee's paid break time for breast milk expression from their regular paid break or meal time. Employees can choose to take breast milk expression breaks before or after their regularly scheduled paid break or meal periods.

### **Lactation Space Access**

The College provides students and employees with access to functional, appropriate, and safe lactation spaces. These spaces are regularly cleaned, shielded from view, and free from intrusion.

Employees wishing to request a lactation room must provide reasonable advance notice and submit a written request to the Director of Human Resources, Elaine Robles ([erobles@mcny.edu](mailto:erobles@mcny.edu)).

If an employee's request for a lactation room poses an undue hardship, the College will engage in a cooperative dialogue with the employee.

A student or employee can go to Security, request access and the individual would be promptly provided access to use the room.

Lactation spaces are located in rooms 612 in Manhattan and 227 in the Bronx. The rooms have been prepared with privacy treatments on the side windows, chair, table, and access to an electrical outlet.

### **Leaves of Absence**

- Students: Students may take a voluntary leave of absence for a reasonable time deemed medically necessary due to pregnancy, childbirth, adoption, or foster care placement. The leave term may be extended for extenuating circumstances or medical necessity.
- The College will ensure students return to the same academic progress position, including access to the same or equivalent course catalog. Scholarship and funding continuation will depend on the student's registration status and funding program policies. The College will advocate for students with financial aid agencies and external scholarship providers if a leave affects eligibility.
- To initiate a leave of absence, students must contact the Title IX Coordinator at least 30 days prior or as soon as practicable. The Coordinator will assist with necessary paperwork.
- Employees: Information on employment leave is available in the Employee Handbook. Employees, including student-employees, not eligible for leave under other policies may qualify for leave under Title IX. Pregnancy and related conditions will justify leave without pay for a reasonable period. Employees taking Title IX leave must be reinstated to their original or comparable position without negative effects on employment privileges or rights.

### **Student Parents**

Students with child caretaking responsibilities may request academic modifications for the academic term the child enters the home and the following term. Extensions may be granted for medical necessity or extraordinary caretaking responsibilities.

During the modification period, academic requirements may be adjusted, and deadlines postponed as appropriate, in collaboration with academic affairs (including relevant academic advisors and faculty). Students may reschedule assignments, lab hours, examinations, or reduce their course load once authorized.

If caretaking students cannot obtain appropriate modifications, they should alert the Title IX Coordinator, who will facilitate needed accommodations and modifications.

Students will remain registered and retain benefits during academic modifications.

### **Policy Dissemination and Training**

This policy will be provided to all faculty and employees during annual training and posted on the College's website. New students will be educated about this policy during orientation.

The Title IX Coordinator will provide educational materials to promote compliance with this policy and familiarity with its procedures.

### **Compliance and Monitoring**

The College will monitor compliance with this policy and address any violations. The policy will be reviewed annually to ensure that it meets legal requirements and effectively serves the community.