

Lactation Room Locations for Nursing/Pumping Mothers

Muni I – Wellness Room, 1st Floor

Muni II – Wellness Room, 2nd Floor

If you have breastfeeding questions or concerns, there is a 24-hour hotline available to Arizonans; it is 1-800-833-442.



Child Care Licensing Information

Available at ADHS

The Office of Child Care Licensing works to ensure the health, safety and well-being of children in child care centers/group homes. You can access their inspection records on their website (www.azdhs.gov/dls/childcare).

You are also welcome to visit their office to look up records or call 602-364-2536.



Child Car Seat Safety

In Arizona, all children under age five (5) must be in a child safety seat when in a car, and in a booster seat until age eight (8). To ensure yours is properly installed, Gilbert employees can get a safety seat check through Gilbert Fire & Rescue by calling 480-503-6300.

Infant at Work Contact Information

Phone: 480-503-6857

E-mail: GilbertWellness@gilbertaz.gov

GilbertWellness



Tips for Success



Infant at Work Program for Town of Gilbert Employees

Congratulations on becoming a parent! Please review the following tips to help you successfully participate in the program.

It is recommended that for the health of your baby, it is best to wait until your infant is at least 4 weeks old to bring them to work with you.

Orientation:

The employee will notify the Benefits Manager on or before the first day they bring their infant to Gilbert for a review of the program's guidelines.

Breastfeeding:

Breastfeeding may be done in one of the designated lactation rooms provided by Gilbert (see inside cover for locations). Breastfeeding can also be done at the employee's desk with a drape across the cubicle entry, or office door closed, and at the supervisor's discretion.

Diaper Changing:

The employee will use a diaper changing station located in a restroom. Diapers should not be changed at the employee's work station. All diapers must be disposed of in **restroom trash bins**.



Sick Infant:

When an infant is sick, the employee is not permitted to bring the infant to work until the infant is well.



Meetings:

The employee is responsible for calling the meeting organizer to determine the appropriateness of the infant being present at the meeting. Options available for the meeting include:

- Bringing the infant to the meeting (only with approval of the organizer);
- Attending the meeting via teleconference; Or
- Rescheduling the meeting for an alternative date when the employee can attend without the infant.

Equipment:

The employee shall provide all supplies and equipment needed to care for the infant.

Safety:

While at Gilbert facilities, the employee is fully responsible for the safety of their infant and shall remain with their infant at all times.

Infant Retirement:

The infant will "retire" from the program on the day the infant is six (6) months old, or if younger than six (6) months and has reached a developmental milestone that no longer allows the infant to remain at Gilbert without being disruptive to the work environment.

Exit Meeting:

The Benefits Manager will follow-up with the employee after the infant's last day at work to assess satisfaction with the program.



For more information, please contact:

**Town of Gilbert
Human Resources
Infant at Work Program
Benefits Manager
480-503-6857
GilbertWellness@GilbertAZ.gov**