

## MISCELLANEOUS CONDITIONS OF EMPLOYMENT

### INSPECTIONS AND SEARCHES

It shall be the policy of the Terrebonne Parish School Board to reserve the right to inspect any School Board-owned property including, without limitations, computers, desks, lockers, and similar furnishings at any time, with or without notice, and that personal property an employee may bring onto School Board premises may be subject to inspection, including searches, in connection with the School Board's investigation of stolen property, hazardous materials, controlled substances, or the health and safety of employees and students.

As a condition of employment, each employee of the School Board shall acknowledge the School Board's right to conduct such inspections and investigations, and agree to any inspections made, and cooperate in all respects during any such proceedings.

### SECURITY AND CONFIDENTIALITY

It is the policy of the School Board to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash and other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value shall be required to use sound judgment and discretion in performing their duties, and shall be held accountable for any wrong-doing or acts of indiscretion.

Confidential information obtained as a result of employment with the School Board shall not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties, both for the individuals involved and for the School Board and subject the employee to disciplinary action, up to and including termination.

### ACCOMMODATIONS FOR BREAST-FEEDING MOTHERS

Each school under the jurisdiction of the School Board shall provide the following:

1. An appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.
2. A reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run concurrently with the break time already provided to the employee, and that shall be available to the employee for up to one (1) year following the

birth of her child.

3. Procedures for the employee to notify her supervisor or other appropriate personnel of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

Any additional break time used by an employee to express breast milk shall be considered unpaid leave time.

New policy: October 2013

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 10-15-13.