# Pregnancy Manual for UNM Students, Staff, Faculty, and Applicants



# Table of Contents

INCLUSIVE LANGUAGE
INTRODUCTION
Parental Protections
DEFINITIONS4
INSTITUTIONAL REQUIREMENTS
Students5
Clinical Rotations and Courses for Students, Learners, and Medical Residents7
Employees7
MODIFICATIONS/ACCOMMODATIONS8
Interactive Process
Students
Employees10
LACTATION
Lactation Time and Space11
Lactation Space Locations11
COMMON PITFALLS
Frequently Asked Questions
Modification Types

## INCLUSIVE LANGUAGE

In this manual, the language used in regard to pregnancy is not specific to any gender, as the University of New Mexico (UNM) acknowledges that people of various genders – including cisgender women, nonbinary individuals, and transgender men – can become pregnant. Regardless of a person's gender identity or expression, they are protected under the status of being a pregnant individual.

## INTRODUCTION

UNM is dedicated to safeguarding the rights of all pregnant individuals. UNM provides reasonable modifications for pregnancy or related conditions, including lactation, for current and prospective students and employees.

There are several laws which provide protection for pregnant individuals. Title IX is a federal law that prohibits discrimination based on pregnancy or related conditions for students, employees, and applicants. UNM complies with Title IX, the Pregnancy Discrimination Act (PDA), the Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act, the Pregnant Workers Fairness Act (PWFA), and other applicable laws that protect pregnant and parenting individuals. This includes offering medical benefits, services, plans, and policies to pregnant individuals involved in UNM's educational programs or activities. While this manual may refer to students or employees separately, all pregnant individuals at UNM are protected, regardless of their role. Medical residents, postdocs, and fellows are considered UNM employees for this manual.

Institutions must treat pregnancy, childbirth, termination of pregnancy, lactation, and all related medical conditions and recovery the same way as any other temporary medical condition. This includes providing medical, hospital, and other benefits, services, plans, and policies for students.

If you are experiencing a high-risk pregnancy or other health concerns related to pregnancy, you can seek accommodations through the ADA accommodation process. Students can access support through the <u>Accessibility Resource Center</u> (ARC), and employees can seek support through the <u>Office of</u> <u>Compliance, Ethics, and Equal Opportunity</u> (CEEO).

Students or employees requiring reasonable modifications due to pregnancy or related conditions should contact CEEO to discuss their options.

If you are unsure which process is most appropriate for your specific circumstances, please contact CEEO and we will work with you to determine the best approach.

## **Parental Protections**

Parental discrimination is a form of sex-based discrimination rooted in stereotypes about the roles of parents. Generally, reasonable modifications and voluntary leave of absence are not extended to the non-pregnant parent unless medically necessary. For questions about your specific situation, please contact CEEO. If you believe you have been discriminated against based on your parenting status, you can file a report with CEEO <u>here</u>.

## DEFINITIONS

## **Parental Status:**

The status of a person who, concerning another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- (1) A biological parent;
- (2) An adoptive parent
- (3) A foster parent;
- (4) A stepparent;
- (5) A legal custodian or guardian;
- (6) In loco parentis with respect to such a person; or
- (7) Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

### **Pregnancy or Related Conditions:**

- (1) Pregnancy, childbirth, termination of pregnancy, or lactation;
- (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Medical conditions related to pregnancy, childbirth, termination of pregnancy, lactation, or related conditions may include, but are not limited to pregnancy-related fatigue, dehydration (or the need for increased water intake), nausea (or morning sickness), increased body temperature, anemia, and bladder dysfunction; gestational diabetes; preeclampsia; hyperemesis gravidarum (*i.e.*, severe nausea and vomiting); pregnancy-induced hypertension (high blood pressure); infertility; recovery from childbirth, miscarriage, or abortion; ectopic pregnancy; prenatal or postpartum depression; and lactation conditions such as swelling or leaking of breast tissue or mastitis.

## INSTITUTIONAL REQUIREMENTS

To prevent discrimination based on pregnancy or related conditions, UNM strives to provide reasonable modifications for current and prospective students and employees. The University also offers lactation spaces throughout its campuses for use.

## Students

Under Title IX of the Education Amendments of 1972, institutions receiving federal funding must not discriminate against students or exclude them from education programs or activities based on pregnancy, childbirth, termination of pregnancy, lactation, and related medical conditions and recovery. Institutions must provide students with reasonable modifications and voluntary leaves of absence for pregnancy or related medical conditions.

Like disability accommodations, information about pregnant students' modification requests will only be shared with faculty and staff as needed. Faculty and staff should treat this information as private and not disclose it unless required. The Title IX Coordinator, or their designee, is responsible for maintaining appropriate documentation related to modifications.

### Voluntary Leaves of Absence

The University must allow students to voluntarily take a leave of absence from their educational programs or activities for the period deemed medically necessary by the student's licensed healthcare provider. If a student qualifies for a more extended leave under a UNM policy, they may choose to take leave under that policy instead. When returning from leave, students must be reinstated to the same academic and, as practicable, extracurricular status they held before the leave.

If the institution does not have a leave policy for students or does not qualify for leave under an existing policy, the institution should grant leave for as long as medically necessary, according to the student's licensed healthcare provider. After the leave of absence, the student should be reinstated to the same status they held before the leave.

Faculty policies and practices must not discriminate against students because of pregnancy or related conditions. For example, faculty cannot refuse to accept work from a student who missed a deadline due to pregnancy or childbirth. If class attendance or participation contributes to grading, the student should be allowed to earn the missed credits and return to their pre-leave status.

## **Reasonable Modifications**

The University must make reasonable modifications to prevent sex discrimination and ensure equal access to its education programs or activities. Each modification must be based on the student's individualized needs and determined in consultation with the student. The student can accept or decline the changes offered.

Reasonable modifications may include, but are not limited to:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Extensions of time for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (e.g., access to a larger desk or a footrest)
- Elevator access
- Other changes to policies, practices, or procedures

A modification that fundamentally alters the nature of the education program or activity is not considered reasonable.

The Title IX Coordinator or their designee has the authority to determine the necessity and appropriateness of these modifications and inform faculty members about the need to adjust academic parameters accordingly.

Student employees who require workplace accommodations should contact the ADA Coordinator for assistance or submit an online <u>request form.</u>

Clinical Rotations and Courses for Students, Learners, and Medical Residents In clinical rotations, performances, labs, and group work, UNM will work with pregnant individuals to find alternative paths to completion when possible. Medically necessary leaves are valid reasons for pregnant individuals in progressive curricular or cohort-model programs to adjust their course order, substitute similar courses, or join a subsequent cohort upon returning from leave.

Pregnant individuals are encouraged to collaborate with appropriate individuals (e.g., faculty members, Graduate Medical Education (GME), supervisors, etc.) to develop a plan that addresses their evolving needs during pregnancy, minimizes the academic impact of their absence, and facilitates a smooth return. The Title IX Coordinator or their designee can assist in developing and implementing this plan. The Pregnancy Modification Agreement can serve as a helpful outline for these arrangements.

### Employees

The Pregnant Workers Fairness Act (PWFA) mandates employers to provide reasonable accommodations to workers with limitations due to pregnancy, childbirth, or related medical conditions. The PWFA aims to prevent the firing of or discrimination against employees based on pregnancy. Employers must not deny employment opportunities or require leave when alternate accommodations are reasonably available. Known limitations include physical or mental conditions related to, affected by, or arising from pregnancy, childbirth, or related medical conditions.

The Pregnancy Discrimination Act (PDA) considers pregnancy a temporary medical condition, meaning that the treatment of pregnant employees falls under the same regulations as disabled employees. Treating a pregnant employee in a way that violates disability standards is also a violation of the Pregnancy Discrimination Act.

For employees, schools must treat pregnancy, related conditions, and any temporary medical condition resulting from them like any other temporary medical condition for all job-related purposes. This includes employment-based medical, hospital, and other benefits. Based on these conditions, schools must not discriminate against or exclude employees or applicants.

If an employee is temporarily unable to perform their job due to pregnancy, the employer must treat them like any other temporarily disabled employee. This may involve providing light duty, modifying tasks, offering alternative assignments, disability leave, or leave without pay. The employer may need to provide reasonable accommodations for a pregnancy-related disability unless it causes undue hardship.

## MODIFICATIONS/ACCOMMODATIONS

Reasonable modifications for pregnancy or related conditions must be:

- Provided on an individualized and voluntary basis, depending on the individual's needs after engaging in the Interactive Process described below, unless UNM can demonstrate that the modification would fundamentally alter the education program or activity.
- 2. Documented with the Title IX Coordinator or their designee (see Interactive Process below for more information).

## **Interactive Process**

When approached by a pregnant individual seeking a modification, responding with empathy, respect, and support is essential. Engaging in an interactive process with the individual is needed to identify reasonable modifications that meet their needs.

The interactive process involves informal and collaborative communication between faculty/supervisors and students/employees or applicants. Openly communicate with the pregnant individual to understand their specific needs and offer reasonable modifications aligned with their situation. If an agreement is reached, complete and send the Pregnancy/Lactation Modification Agreement to the Title IX Coordinator for documentation. Maintain open communication, regularly assess the effectiveness of the provided modifications, and modify the plan as necessary. If the individual is uncomfortable sharing details with their supervisor or faculty member, they may work directly with CEEO.

If an agreement cannot be reached, the pregnant individual may contact CEEO for assistance with the interactive process. A supervisor or faculty member should not deny a modification request related to pregnancy or lactation without first consulting with CEEO.

### Students

When a student or a person with legal authority to act on behalf of the student informs any employee of the student's pregnancy or related conditions, the employee must promptly provide them with UNM's Pregnancy Pamphlet. This pamphlet contains the Title IX Coordinator's contact information. It informs them that the Title IX Coordinator or their designee can coordinate actions to prevent sex discrimination and ensure the student's equal access to UNM's programs or activities.

If a student or a person with legal authority to act on behalf of the student informs a faculty member of a need for reasonable modifications, the faculty member is encouraged to engage in the Interactive Process to understand the student's needs. If an agreement is reached, the faculty member and student should complete the form and send it to the Title IX Coordinator at CEEO@unm.edu. Students are not required to work directly with their faculty members and may feel more comfortable requesting modifications through the Title IX Coordinator or their designee. Inform the student that the Title IX Coordinator can assist with providing reasonable modifications, and they may also request a modification via <u>CEEO's website</u>.

If a faculty member believes the requested modification would fundamentally alter the nature of the program or activity or is otherwise unreasonable, they are encouraged to find alternative reasonable modifications for the student. To demonstrate a modification fundamentally alters the nature of the program or activity, it must be shown that the modification completely waives requirements demonstrating mastery of a particular field of study, such as clinical components or examinations. Allowable modifications can include deferment, make-up exams, repeating classes, providing tutoring, taped lectures, untimed exams, and deferring clinical requirements to another semester.

#### Certification to Participate

UNM must not require a pregnant student or a student with related conditions to provide certification from a physician or licensed healthcare provider, or any other person, stating their physical ability to participate in UNM's classes, programs, or extracurricular activities unless:

- 1. The certified physical ability or health level is necessary for participation in a specific class, program, or extracurricular activity.
- 2. UNM requires such certification for all students participating in the class, program, or extracurricular activity.
- 3. The information obtained is not used for discriminatory purposes.

However, schools may require a pregnant student to obtain certification from a physician if such certification is also necessary for other physical conditions needing medical attention.

If medical documentation is needed to support an accommodation or modification request, the faculty member or supervisor should contact ARC or CEEO to handle and appropriately assess the protected health information.

## Employees

Pregnancy or related conditions should be treated similarly to temporary medical conditions for all jobrelated purposes. This includes leave commencement, duration, extensions, disability income payment, seniority accrual, and other benefits or services. Reinstatement should be provided without a decrease in compensation, loss of promotional opportunities, or any other employment rights or privileges.

If an employer does not have a leave policy for employees or an employee lacks sufficient leave or accrued employment time to qualify for leave, a voluntary leave of absence without pay should be granted for a reasonable period. After the leave, the employee should be reinstated to their pre-leave status or a comparable position without a reduction in compensation, loss of promotional opportunities, or other employment rights or privileges. Employees may have additional rights and obligations under the Family Medical Leave Act of 1993 (FMLA).

Pregnancy or related conditions and any temporary medical conditions resulting from them should be treated the same as any other temporary medical condition for leave, disability income, seniority accrual, and other employment-based benefits.

## LACTATION

The University must designate lactation spaces for students and employees. These spaces must be clean, private areas that are not bathrooms, equipped with an electrical outlet for lactation, and may have access to a refrigerator or freezer for storing breast/chest milk. UNM has established multiple lactation spaces across Main and North campuses through the Women's Resource Center's Chest/Breastfeeding Support Program and locations on each branch campus.

Reasonable modifications for students and employee break time should be provided to enable lactation spaces as needed. These measures are essential to prevent discrimination and ensure that students and employees can continue their education and employment while taking brief breaks to express breast/chest milk.

## Lactation Time and Space

Nursing individuals should have reasonable break time to express breast milk or nurse as needed. Students and employees must have a lactation space, a clean and private room other than a bathroom, to express breast/chest milk.

UNM's Women's Resource Center offers the Chest/Breastfeeding Support Program free of charge for all UNM students, staff, faculty, and their partners/spouses. The program includes lactation rooms on campus, some equipped with hospital-grade pumps. It also links lactation resources and facilitates communication between current, past, and future chest/breastfeeding parents on campus.

For more information or to register for the Chest/Breastfeeding Support Program, visit their website at <u>https://women.unm.edu/services/chest-breastfeeding-support-program.html</u> or email them at women@unm.edu.

## Lactation Space Locations

The University of New Mexico has designated lactation spaces on the Main, Branch, and North Campus, including the UNM School of Law and UNM Hospital. Please refer to the <u>virtual map</u> for the most updated locations.

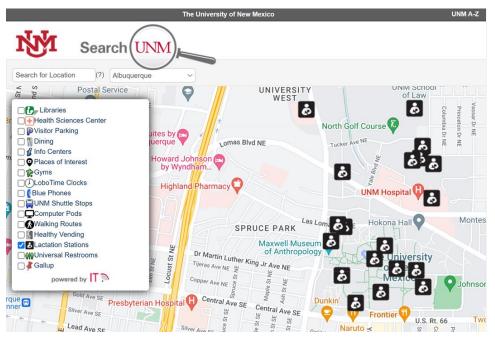
Branch Campus Lactation Space Locations

Gallup: Gurley Hall, 1148

Valencia Campus: Learning Resource Center (LRC), 112 and Workforce Training Center (WTC), 1212

Taos: Located in the Pathways Building

Los Alamos: coming soon!



https://map.unm.edu/

## COMMON PITFALLS

Sometimes, unintentional actions may lead to non-compliance with Title IX's requirements regarding support for pregnant and parenting individuals. The following are common pitfalls that should be avoided:

- Encouraging a student to drop a course due to pregnancy.
- Zero absence attendance policies.
- Refusing to modify an exam schedule or grading policy when a student gives birth during final exams.
- Targeted medical documentation requirements.

- Requiring the restart of an academic program from the beginning instead of considering the status of when the leave began.
- Deferring to discriminatory clinical site policies.
- Syllabus/Class Policy prohibiting the issuance of incomplete grades.
- Requiring an individual to accept a modification without engaging in an interactive process to understand the modification needs of the pregnant individual.
- Denying a job or other employment opportunities to an employee or applicant based on their need for a reasonable modification.
- Requiring an individual to take leave when an alternative reasonable modification could allow them to continue working or learning.
- Believing that UNM is limited in offering a particular modification because it has never had to provide that specific modification to any student.

## CONFIDENTIAL

## **REASONABLE PREGNANCY/LACTATION MODIFICATION AGREEMENT**

**FROM:** Click or tap here to enter text.

## **TO:** Angela Catena, Title IX Coordinator

- **CC:** Click or tap here to enter text.
- **DATE:** Click or tap to enter a date.

RE:Reasonable Pregnancy/Lactation Modification AgreementEmployee/Student:Click or tap here to enter text.Supervisor/Faculty:Click or tap here to enter text.Department:Click or tap here to enter text.

In accordance with Title IX and the Pregnant Workers Fairness Act (PWFA), as outlined in the UNM Pregnancy Manual, the parties have engaged in an interactive process and agreed to the following Reasonable Pregnancy/Lactation Modification(s):

## 1. [INSERT ITEMS HERE AND IN SUBSEQUENT NUMBERS TO OUTLINE THE MODIFICATIONS THAT THE DEPARTMENT IS MAKING FOR THE EMPLOYEE – BE AS SPECIFIC AS POSSIBLE.]

- 2. The Employee/Student and Supervisor/Faculty will check in with each Choose an item. discuss the modification's effectiveness and whether any adjustments need to be made.
- 3. Both Employee/Student and Supervisor/Faculty will discuss any problems with the work product or the effectiveness of the modification.
- 4. Either the Employee/Student or the Supervisor/Faculty may contact the UNM Title IX Coordinator to assist with this modification as necessary.
- 5. The Supervisor/Faculty will update the UNM Title IX Coordinator on any changes to this modification and provide any documentation reflecting the same.

Employee Signature

Supervisor Signature

Date

Date

## Frequently Asked Questions

### How do I request a modification?

We encourage the requestor to begin the conversation with their faculty or supervisor to engage in the interactive process. Contact the Office of Compliance, Ethics, and Equal Opportunity for assistance if you cannot reach a modification agreement. Modification requests for pregnancy or related conditions shall not be denied without consulting CEEO.

**Students**—If students need an academic modification due to pregnancy or related conditions, they are encouraged to first speak with the faculty member about their needs. The student and faculty member may work together on an agreeable approach and provide the Title IX Coordinator with notice of their agreement. If an agreement is not reached, the student and faculty can contact the Title IX Coordinator or their designee for additional assistance.

A student who has a chronic medical condition as a result of a pregnancy or is experiencing a high-risk pregnancy should request medical accommodation from the <u>Accessibility Resource Center</u> (ARC).

**Employees**—If an employee, including a student employee, needs a workplace accommodation related to pregnancy, they are encouraged to speak with their supervisor (or chair) to discuss their needs. If an agreement is not reached, the employee and supervisor can contact the Title IX Coordinator or the ADA Coordinator by requesting an accommodation through this <u>form</u>.

An employee who has a chronic medical condition or is experiencing a high-risk pregnancy should contact the ADA Coordinator to discuss accommodation options specific to their circumstance and needs.

### What types of modifications may I request?

Specific modification types vary based on the needs of the requesting individual. Please refer to Appendix 2 for a non-exhaustive list of potential modifications. Below is a short list of common modification requests:

• A larger desk;

- Breaks during class, as needed;
- Permitting temporary access to elevators;
- Rescheduling tests or exams;
- Excusing absences due to pregnancy or related conditions;
- Submitting work after a deadline missed due to pregnancy or childbirth;
- Providing alternatives to make up missed work; or
- Allowing excused absences for parenting students (regardless of gender) who must take their children to medical appointments or care for their sick children.

A pregnant student will be allowed to make up any work missed due to medically necessary absences for their pregnancy. A student must be offered alternative arrangements to make up for missed work. The student will not be required to complete make-up work until the student's medically necessary absences for pregnancy are completed.

### Am I required to tell anyone about my pregnancy or parenting status?

Students are not required to inform faculty, staff, or any administration member of their pregnancy, related conditions, or parenting status unless they seek modifications. The university wishes to create an environment that encourages voluntary sharing of this information to support the student's physical and mental health.

## What resources are available to me as a pregnant or parenting student?

LoboRESPECT Advocacy Center Women's Resource Center Chest/Breastfeeding Program with Lactation Spaces across Central and North campuses LGBTQ Resource Center Lactation spaces on each branch campus

### What do I do if a student tells me they're pregnant?

Thank the student for confiding in you. Ask the student if they need any modifications. Provide them with the pregnancy pamphlet outlining UNM's obligations related to pregnancy or related conditions, contact information for the Title IX Coordinator, and information to request a reasonable modification for pregnancy or related conditions.

### What do I do if a student tells me they need to miss class due to pregnancy?

We excuse all medically necessary absences for pregnancy, childbirth, termination of pregnancy, or recovery, including doctor's appointments. Faculty members should excuse those absences deemed medically necessary by the appropriate medical professional via the Office of Equity & Title IX. Students should be referred to the Office of Equity & Title IX to document medical needs.

## What might reasonable modifications for a pregnant student look like?

Reasonable modifications for pregnant students may allow frequent bathroom breaks, a larger desk, or a different chair if needed. The time necessary for medically required absences can vary depending on the student's situation.

## What might reasonable modifications for a parenting student look like?

Reasonable modifications for parenting students may include allowing students reasonable time for nursing and access to lactation rooms.

## Can I ask a student to prove their pregnancy or provide a doctor's note?

Faculty cannot request doctor's notes. For documentation-related matters, please refer the student to the Title IX Coordinator.

## Modification Types

The appendix includes a list of modification types for pregnant individuals. This list is not exhaustive; reasonable modifications should be tailored to each person's needs and circumstances. Modifications can include extended deadlines, make-up assignments, tutoring, independent study, ergonomic and assistive supports, breaks during class, intermittent absences, schedule or course sequence changes, counseling, physical space or supplies, and more.

Note: It's essential to periodically review and update the manual to ensure compliance with the latest federal laws and guidelines.

- Extended deadlines
- Make-up assignments (papers, quizzes, tests, and presentations)
- Tutoring
- Independent study
- Online course completion options
- Incomplete grades that can be completed at a later, usually predetermined, date
- Ergonomic and assistive supports
- Support can be offered through the ADA Coordinator and the Accessibility Resource Center
- Breaks during class to attend to related health needs, expressing breast milk, or breastfeeding
- Intermittent absences to attend medical appointments
- Access to online or other homebound education
- Changes in schedule or course sequence
- Extension of time for coursework and rescheduling of tests and examinations
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Allow pregnant students to continue participating in classes and extracurricular activities
- Allow pregnant students to choose whether to participate in special programs or classes for pregnant students. Schools may not pressure students to participate in these types of programs.
- Provide reasonable modifications, such as a larger desk or elevator access

- Allow pregnant students to return to the same academic and extracurricular status as before medical leave, including the opportunity to make up missed work
- Faculty may not prohibit students from submitting work after a deadline missed due to pregnancy or childbirth
- Students should be permitted to make up missed participation and attendance credits
- Excuse absences due to pregnancy or childbirth for as long as medically necessary
- Provide pregnant students with the same exceptional services they provide to individuals with temporary medical conditions, including remote instruction, tutoring, and independent study
- Allow the student a voluntary leave of absence from UNM's education program or activity to cover, at minimum, the time deemed medically necessary by the student's physician or other licensed healthcare provider. To the extent that a recipient maintains a leave policy for students that allows a greater time than the medically necessary period, the recipient must permit the student to take leave under that policy instead if the student chooses. Upon the student's return to the recipient's education program or activity, the student must be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the leave began.
- Provide the student with voluntary reasonable modifications to the recipient's policies, practices, or procedures because of pregnancy or related conditions
- Receive closer parking
- Be excused from strenuous activities

Appendix 4

**UNM Pregnancy Pamphlet for Students** 

# **PREGNANCY** INFORMATION FOR STUDENTS

For more information, visit ceeo.unm.edu

# **OVERVIEW**

UNM ensures nondiscrimination and equal access to its programs and activities by providing a variety of reasonable and individualized modifications for students during and after pregnancy.

If you are experiencing a high-risk pregnancy or other health related concerns due to the pregnancy, contact the Accessibility Resource Center (ARC) for assistance at arcsrvs@unm.edu.

- Excused medical appointments
- Breaks during class
- Available, clean lactation space that is not a bathroom, shielded from view & free from intrusion from others
- Extension of time for coursework and rescheduling of tests and examinations
- Allow pregnant students to continue participating in classes & extracurricular activities
- Changes to the physical space or supplies
- Voluntary leave of absence for medical reasons & reinstatement upon return



# FOR MORE INFORMATION

**OPTIONS MAY INCLUDE** 

Contact:

Title IX Coordinator Angela Catena acatena@unm.edu Accommodation Specialist Melissa "Mish" Martinez mdmartin@unm.edu



Submit an online accommodation request form here!

Appendix 5

Pregnant Students' Rights at UNM



#### Appendix 6

#### **Pregnancy Protections at UNM**

