



Personnel and Administrative Policy and Procedure

SUBJECT: Tobacco Usage	EFFECTIVE DATE: July 1, 2003 REVIEWED: REVISED: September 4, 2008; December 2012
CATEGORY: 200 POLICY NUMBER: 200.54	CROSS REFERENCE:

Purpose: To provide a smoke free environment for citizens and employees.

Scope: All employees

Policy: This policy relates to all work areas at all times, including before and after normal working hours. Smoking is limited to normal break periods, i.e. morning, afternoon and lunch break.

Employees are to confine the use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco to designated smoking areas only. Smoking is not allowed in City buildings or vehicles except as noted above. There shall be no smoking within ten (10) feet of building entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.

These areas are:

JCB:

- **Front hillside smoking area** (South of the container storage buildings)
- **Covered equipment storage area** (open air storage space #5 – west side of the backhoe)

Public Safety Building: Ten (10) feet or more from the building, outside the back door in the police parking lot.

City Hall: Ten (10) feet or more from the building, in the employee parking lot behind City Hall.

Library: Ten (10) feet or more from the building, outside the employee entrance (back door).

The discarding of smokeless tobacco should be done in such a way as to avoid the potential exposure of other employees or citizens who come into contact with it.

Guidelines for Use: The employee may step out of public view and away from other employee's work area to smoke if an employee is out in the field and on a designated morning or afternoon break.