

**Administrative Policy 3-5-2**

DISTRIBUTION: City Manager, All Departments

SUBJECT: Smoking Policy

PURPOSE: To establish smoking policies and comply with all applicable federal, state, and local regulations regarding smoking in public places and in the workplace.

BACKGROUND: see purpose

POLICY/

PROCEDURES: **Smoking Policy**

- A. It is the policy of the City of Muskogee to comply with all applicable federal, state, and local regulations regarding smoking in public places and in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.
- B. It is our goal to protect and enhance our indoor air quality and to contribute to the health and well-being of all employees. The City maintains a smoke- and tobacco-free workplace. No smoking or other use of tobacco products (including, but not limited to, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the City, except as provided herein. No additional breaks beyond those allowed under the City's break policy may be taken for the purpose of using tobacco products.
  - 1. The City of Muskogee recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking and all tobacco products are prohibited in all of its facilities, including work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, hallways, garages, private offices, etc.
  - 2. Smoking is prohibited in City vehicles at all times.
  - 3. The use of smokeless tobacco products is prohibited in City vehicles when occupied by more than one person unless authorization has been given by each occupant that the use of smokeless tobacco is tolerable.
  - 4. Smoking and the use of all tobacco products is prohibited inside all City facilities unless otherwise provided herein. Directors and supervisors are expected to enforce the regulations. The smoking policy applies to employees and to customers and visitors while on the City's premises.
  - 5. Smoking is prohibited within fifteen (15) feet of any entrance, exit or air intake of any building utilized by the public. Smoking is permissible in areas which have designated as such by the City Manager.

6. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of co-workers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible, but may be processed through the City's Grievance Procedure. Employees who violate the policy will be subject to disciplinary action.
7. Employees may smoke outside during breaks; when smoking outside, do not leave cigarette butts on the ground or anywhere else. Dispose of them properly in the receptacles provided for that purpose.
8. The City does not discriminate against individuals on the basis of their use of legal products, such as tobacco.
9. Employees may contact the Employee Assistance Program for information regarding the effects of smoking and the availability of smoking cessation programs.

REFERENCES: None.

RESPONSIBLE DEPARTMENT: Human Resources


EFFECTIVE: This policy is in effect from the date of issuance until amended or rescinded.

  
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Greg Buckley, City Manager

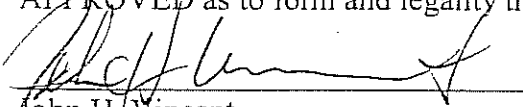
Date \_\_\_\_\_

(seal)

ATTEST:

  
\_\_\_\_\_  
PAMELA S. BUSH, City Clerk

APPROVED as to form and legality this 19<sup>th</sup> day of February, 200~~9~~<sup>10</sup>.

  
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John H. Vincent  
City Attorney