

**808.42 SUBJECT: SMOKE FREE WORKPLACE**

:1 OBJECTIVE:

To establish written policies and procedures that support the City's philosophy to create and maintain a smoke-free workplace. This procedure applies to all employees except where otherwise provided for in collective bargaining agreements.

:2 AUTHORITY:

This procedure adopted by City Council August 09, 2004, Item A-4; amended August 16, 2010, Item A-2.

:3 DIRECTION:

Department Directors, Office Directors and Division Managers as appointed officials, serve at the pleasure of, and receive direction from the Mayor.

:4 METHOD OF OPERATION:

A. Policy

Due to the hazards arising from exposure to environmental tobacco smoke, it shall be the policy of the City to provide a smoke-free environment. The intent of this policy is to ensure that the City provides a healthy, comfortable and productive work environment for all employees and visitors. Therefore, the City will comply with the provisions of the Florida Clean Air Act and enforce no-smoking regulations throughout the City where applicable.

Department Directors and Division Managers will monitor this policy and be responsible for on-going compliance within their respective work areas.

B. General Guidelines

1. Smoking is strictly prohibited in all City owned or leased buildings, including offices, hallways, waiting rooms, restrooms, and break rooms.
2. Smoking is strictly prohibited in all City owned or leased vehicles.
3. Smoking is permitted on City grounds in designated areas. Employees who choose to smoke within permitted areas must do so on their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. Each employee is expected to abide by the terms of this Smoke-Free Workplace Policy.
4. All tobacco waste products such as cigarette butts and used smokeless tobacco shall be properly disposed of.
5. The City will provide, upon request, appropriate smoking cessation information to interested persons. Smoking cessation programs may also be offered periodically.

C. Violations

Violations of this policy will be subject to progressive discipline in accordance with City Policy and Procedure.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Amended by City Council August 16, 2010, Item A-2

:8 EFFECTIVE DATE:

This procedure effective August 16, 2010.