



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Smoking
Resolution No.	
Issue Date:	August 31, 2009
Revision Date:	
Prepared By	Leslie Loomis, Human Resources Director
Approved By:	Ken Nordhoff, City Manager

SMOKING POLICY

PURPOSE:

Smoking tobacco, or like materials, is a danger to health, a cause of material annoyance, and a health hazard to those who are present in confined places. The purpose of this policy is to prohibit tobacco smoking, or like materials, in all enclosed work areas, in all City buildings, structures and vehicles and to protect the health and welfare of City employees.

RESPONSIBILITY:

All employees share in the responsibility for adhering and enforcing this policy.

REFERENCES:

None

DEFINITIONS:

Smoking is defined as a lighted cigar, cigarette, pipe, or any other lighted tobacco product. It is the bodily process of inhalation and exhalation; the process of taking in oxygen from inhaled air and releasing carbon dioxide by exhalation.

POLICY:

In accordance with State law and to promote health and safety in City facilities, smoking tobacco, or like materials, is prohibited in all enclosed work areas, in all City buildings, structures and vehicles, and is not allowed within 20 feet of any building, ventilation system or open window.

PROCEDURE:

Unless otherwise arranged with the employee's supervisor, employees may not take smoking breaks in addition to the mid-morning and mid-afternoon break and lunch break.

Employees who violate this policy may be counseled and/or subject to discipline up to and including termination. Any employee who harasses another employee about smoking or non-smoking, including derogatory verbal kidding, notes, pictures, will be in violation of this policy.

Employees wishing to quit smoking may contact their health care provider or the Human Resources Director for information on smoking cessation programs.

APPROVED BY:



Ken Nordhoff, City Manager

8-31-2009

Date