



Approved-Mayor Paul Dennis

7/17/07

Date

NO SMOKING POLICY

The object of this policy is to provide a smoke-free work environment for all City of Camas employees. The policy responds to the growing medical and scientific evidence showing the detrimental effects of smoking on personal health and work performance. The policy also responds to public laws related to smoking in public facilities and to the strong desire of many City employees to work in a smoke-free environment. This policy intends to provide a smoke-free work environment for all employees. It does not intend to infringe upon the personal right and decision of an employee to smoke.

It is the policy of the City to prohibit smoking on all City premises in order to provide and maintain a safe and healthy for environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The Smoke-Free Workplace policy applies to:

- All areas of buildings occupied by City employees
- All City-sponsored off-site events
- All vehicles owned or leased by the City
- All visitors (vendors and members of the public etc.) to City premises
- All contractors and consultants and/or their employees working on City premises
- All temporary employees

Definitions:

City Premises: All buildings and structures occupied by City employees.

Smoking or To Smoke: Inhaling, exhaling, or carrying any burning tobacco or other plant matter. This includes, but is not limited to, cigarettes, cigars, or pipes.

Enclosed Work Area: An area enclosed by a roof and walls with at least one opening for ingress and egress. The area is owned, leased, or rented by the City with intended use by officers and employees of the City.

Common Area: Includes, but is not limited to, employee lounges, lunch rooms, conference rooms, stairways, elevators, hallways, and rest rooms.

Smoking Debris: Includes, but is not limited to, smoke, ash, or any other residue resulting from smoking. "Smoking debris" also includes cigarette or cigar butts, cigarette paper, or products packaging tobacco.

City Facility: An enclosed facility, including any automobile, that is owned, leased, or operated by the City and that is frequented by the public or represents the work station of an employee.

Automobile: Any car, truck, pickup, or other equipment or vehicle.

Uniform Smoking Policy:

Smoking is prohibited twenty-four (24) hours of the day, every day, in all enclosed work and common areas, facilities, and automobiles.

Smoking is also prohibited within twenty-five feet of all doors, windows that can be opened, and ventilating intakes of all City facilities. All employees who elect to smoke in outdoor areas are responsible for the proper maintenance and/or removal of all smoking debris.

The City-wide no-smoking policy applies to all City work and common areas, whether in an individual or shared office space, or an automobile. The policy also applies to all persons who visit enclosed work and common areas during all hours and days of the year. These persons include all officers, employees, contractors, and members of the general public.

Procedures:

Resolving complaints about smoking:

- Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resources Director or the Mayor or his/her designee for resolution. Complaints could also be submitted by citizens to the Mayor or his/her designee.
- All complaints (either from employees or citizens) should be submitted in writing to identify specific objections. The City will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Violations:

Discipline may be imposed, in accordance with the Personnel Policy, on any employee who violates the City no-smoking policy. The primary objective of discipline is to correct the behavior in violation of the policy, not to punish employees who smoke.

ACKNOWLEDGMENT

NO SMOKING POLICY

I acknowledge that I have read and understand the City of Camas No Smoking policy and agree to comply with all stated policies, guidelines and procedures described therein. I am aware that the City reserves the right to change its policies as they become obsolete or outdated and that I will be notified of any such changes. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from my employment.

Employee Name – print

Department

Employee Signature

Date