

City of Winder Personnel Policy Manual

Title: Tobacco Use/Smoking

Date Issued: 03/2013

Policy: 100



Mayor



City Administrator

100.10 Purpose

In order to provide employees with a relatively smoke free workplace as well as to permit smoking by individuals who desire to do so, the City of Winder has adopted a policy on the designation of smoking areas. The success of the policy will depend upon the consideration and cooperation of smokers and non-smokers. Smokers need to consider nonsmokers health concerns and comfort, and nonsmokers need to consider the comforts and rights of smokers. This policy regulates smoking in all buildings under the City's purview and in all City-owned or leased vehicles.

100.11 Use of Tobacco

Use of tobacco shall mean the inhaling, exhaling, burning or carrying of lighted pipe, cigar, cigarettes or other combustible tobacco products or similar substances as well as the use of simulated tobacco products. The use of tobacco also includes chew, dips or others forms of smokeless tobacco.

100.12 Prohibited Areas and Use

- A. It shall be a violation of City policy for any employee to use tobacco in any building or facility or portion of a building or facility, leased, operated, occupied, managed or controlled by the City of Winder.
- B. Employees are prohibited from using tobacco products while in uniform, on or off duty at any of the following locations: (1) City Hall; (2) Community Center; (3) Cultural Arts/Lanier Tech; (4) Barrow County Court House; and (5) any property owned by the Barrow County School System. This includes all associated parking areas.
- C. Employees are prohibited from using tobacco products while performing their job or any essential duties relating to their position.
- D. Employees are prohibited from using any tobacco product while in direct contact with the public.
- E. Employees and passengers are not permitted to use any tobacco products in any vehicle owned or leased by the City (This includes chewing tobacco).
- F. Lit tobacco shall not be used around any dry debris, flammable materials, or within ten (10) feet of a City vehicle.

100.13 Tobacco Breaks

- A. Each Department Head shall establish internal guidelines for the length and frequency of tobacco breaks during a normal work period. Tobacco users shall not be entitled to any additional breaks not afforded to non-tobacco users.
- B. All breaks shall be taken at times not to interfere with the performance of the job.
- C. A tobacco break is not a guaranteed right and may be revoked or suspended based on the employee's Department Head or City Administrator's discretion.

100.14 Permitted Areas and Use

- A. For those employees that use tobacco and are assigned an administrative position, a designated area will be established on the outside of the City's buildings.
- B. City employees shall not use tobacco products within twenty feet (20') of any entrance to a City building.
- C. Employees shall deposit all cigarette butts in the appropriate trash receptacle. Department Heads or designee should ensure that a fire resistant receptacle is available to deposit butts and other litter produced around a City facility. Employees leaving their cigarette butts or spitting chew on the ground or in improper places (on City property) may lose their tobacco privileges and subject to disciplinary actions.
- D. The Department Head may establish procedures for tobacco use on a job site or while working on public roadways as long as it does not violate any provisions of this policy.