



POLICY AND PROCEDURE

SUBJECT:

NO SMOKING

DATE: January 29, 2018

NUMBER: HR -18-01

POLICY STATEMENT

The City maintains a smoke- and tobacco-free workplace as required by the Florida Clean Indoor Air Act, Chapter 386, Florida Statutes. The City recognizes the right of its employees to work in an environment free of tobacco smoke and has established a smoke free workplace policy in compliance with the Florida Clean Indoor Air Act of 1985.

PURPOSE OF THE POLICY

The City protects the public health by prohibiting smoking in all City facilities and vehicles so that non-smokers are guaranteed smoke-free air.

DEFINITIONS

Florida Statue 386.203 (10) Smoking is defined as: inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipes, tobacco, e-cigarettes, any form of "vaping", and any other lighted tobacco product.

AUTHORITY

No smoking or other use of tobacco or similar products (including, but not limited to, cigarettes, pipes, cigars, etc.) is permitted at any point during a work schedule, while on City business, while in transit between work locations or assignments, while at client locations, in any part of a City building or within "25" feet of any city building entry way, or anywhere on or in city parking areas, and City owned vehicles unless designated. Violation of this policy may subject a person to discipline up to and including termination.

APPLICABILITY

All employees (elected, contracted, appointed, full-time, temporary, part-time), volunteers, interns and others who use City facilities or vehicles are expected to abide by this policy in all respects while at work, whether on City premises, at a job site, or while in transit between work locations or assignments, as well as while the employee is off duty, and comes on City premises or in vehicles owned, leased, or rented by the City.

PROCEDURE

There are designated smoking areas on City premises. The City allows smoking breaks during the work schedule, i.e., no additional breaks beyond those allowed under the City's Break Policy may be taken for the purpose of using tobacco or similar tobacco products. If entering work area, on break or if returning



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from a meal break during which an employee has used tobacco or similar products, an employee shall not leave cigarette butts or other traces of litter or tobacco use on the City's grounds or in vehicles. Dispose of any tobacco product litter properly in the receptacles provided for that purpose.

Departmental Sponsor:

HUMAN RESOURCES DEPT.

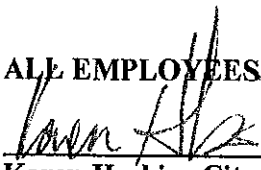
Policy Review Date:

References:

Departments Affected:

ALL EMPLOYEES.

Approved By:



Karen Hoskins City Manager

1/30/18
Date



NO SMOKING ACKNOWLEDGEMENT FORM

I _____ (employee's full name)
hereby confirm that I have received and will abide by the City of Riviera Beach No Smoking
policy (HR-18-01).

Print Name

Employee Signature

Date

Employee ID No.