



C I T Y O F F L I N T
DEPARTMENT OF HUMAN RESOURCES
AND LABOR RELATIONS

SMOKE-FREE POLICY

PURPOSE: To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish City policy to regulate the use of smoking materials by City employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke

STATEMENTS OF POLICY:

1. Designated No Smoking Areas

1. Smoking shall be prohibited inside all buildings. This includes all entryways/vestibules.
2. Outside any City Building entrance.
3. Inside City owned or leased vehicles.
4. On or in City owned or leased equipment, i.e., lawn mowers, backhoes, street sweepers, etc.
5. In any location where smoking is deemed a safety hazard.

2. Designate Smoking Areas

It is the policy of the City of Flint not to allow smoking within City owned or leased buildings and outside main entrances at any time. Smoking is permitted outside of the buildings, in Designated Smoking Areas, as detailed below.

1. Company parking lots or areas of the grounds intended for walking.
2. Picnic table areas.
3. Designated Smoking Shelters

3. Approved Smoking Times

The immediate supervisor is responsible for ensuring that employees do not smoke during unauthorized times, which would be times the employee should be working. Smoking is approved only during:

- Authorized lunch and break periods
- Before scheduled work hours, or
- After scheduled work hours.

4. Smoking Cessation Classes

The City will make Smoking Cessation classes available through the American Cancer Society. These classes will be at no cost to the employee and will be held after regular working hours.

5. Penalties for Non-Compliance

Employees are responsible for complying with the company's no smoking rules.

Smoking in unauthorized areas will result in the employee being subjected to the City's Progressive Discipline Policy.

ISSUED: To All Employees DATE: November 1, 1997
DEPARTMENT: ADMINISTRATION

APPROVAL: City Administrator
Department of Personnel
TQS Steering Committee

LAST REVISED: November 2004