

Administrative Memo

To: All Personnel

From: Robert C. Malley, Public Works Director

Date: April 15, 2014

Re: Revised Department Smoking Policy

The current smoking policy has been in place since May 3, 2005. Smoking has been prohibited in all public works department buildings and garages; including the Parks Maintenance Building, Heavy Equipment Building and the Recycling Center Office. Smoking is also prohibited in any vehicles and/or equipment.

**Effective May 14, 2014, smoking and the use of all tobacco or tobacco products (including e-cigarettes) will also be prohibited in all buildings, structures, rental facilities and on the grounds of Fort Williams Park.**

The following restrictions also apply:

1. Public Works Facility – No smoking in any interior spaces. Smoking is allowed outdoors and must be done 20’ away from all public and employee entrances.
2. Parks Maintenance Building – Smoking and the use of tobacco and tobacco products (including e-cigarettes) is prohibited in any interior spaces.
3. Recycling Center – Smoking is prohibited in the interior spaces of all buildings, including the Swap Shop. Smoking is allowed on the grounds, but must be done 20’ away from any entrance.
4. Employees are prohibited from taking additional breaks (other than what is currently allowed) for smoking.

Your cooperation and compliance with this revised policy is appreciated. Enforcement of this policy will be administered through the disciplinary process, if required

