

CITY OF ROCKLIN

**ADMINISTRATIVE POLICY
SMOKE-FREE WORKPLACE POLICY**

PURPOSE

It is the policy of the City of Rocklin to protect the health, safety and welfare of its employees. Smoking is not permitted at any time within any City buildings or vehicles.

APPLICATION

This policy applies to all City employees, volunteers, contractors, visitors and all other persons occupying City buildings and vehicles. Employees who wish to smoke during work hours may do so only on their regularly scheduled rest and meal breaks. Smoking is not allowed within City owned and/or operated buildings. Employees who work outside may smoke so long as such activity does not interfere with work activities, job safety, or cause an inconvenience to other employees.

Effective September 12, 2012, individuals (employees, volunteers, contractors, vendors, visitors or guests) are not permitted to smoke in the workplace. The workplace includes, but is not limited to, buildings, vehicles, equipment (including light and heavy duty trucks, cargo and passenger vans, and any other mobile equipment with an enclosed driver/passenger compartment), or other areas where work activities are being performed. Where a smoking area is not officially designated, employees who wish to smoke may do so at a minimum distance of 25 feet from any city owned and/or operated building defined as all areas under roof. For outside workplaces, such as construction sites, individuals, as defined above, must be 25 feet from work and/or break areas when smoking.

All visibly defined work areas, such as buildings and vehicles, are to be clearly marked as no smoking areas. However, the absence of a no smoking sign does not constitute permission to smoke where it is otherwise prohibited.

ACCOUNTABILITY

The Supervisor or Department Head shall ensure the enforcement of this Policy. Employees who violate the Policy shall be counseled by the Supervisor or Department Head, and in cases of repeated violations, discipline may be imposed to the same extent as violations of other work rules and will be administered in accordance with the Personnel Rules and/or appropriate Memorandum of Understanding.

Thank you for your cooperation in ensuring that the City of Rocklin is a healthy place to work.



City Manager

9/24/2012
Amended Date