



ARTICLE XXVII SMOKING POLICY

I. POLICY:

In the interest of the comfort, health and safety of all employees and visitors, the Town is adopting this Policy concerning smoking in municipal buildings or any Town-owned vehicle. Adherence to this Policy will improve the indoor air quality, reduce fire hazards, and minimize any health risks or facilities' damage associated with smoking.

II. PURPOSE:

Because smoking and side stream smoke can be annoying and pose a significant risk to the health of both smokers and non-smokers, the Town of Selma is committed to providing a healthy, smoke-free work environment for its employees.

III. PROVISIONS:

- 1) For the purpose of this Policy, "smoking" shall mean the inhaling, exhaling, burning or carrying a lighted pipe, cigar, cigarette, e-cigarette, or other combustible tobacco product.
- 2) It shall be a violation of this Policy for any person to smoke in any building, facility, portion of a building or facility owned, leased, operated, occupied, managed, or controlled by the Town. This includes Town-owned vehicles.
- 3) Department Heads are authorized to designate outside areas to accommodate employees who smoke.
- 4) Questions regarding an employee's rights and obligations under this Policy are to be directed to the Town Manager or Human Resources Director.

Smoking Cessation Programs

The Town will use its best efforts to assist employees who request assistance in their attempt to stop smoking by making available or assisting employees in finding smoking cessation programs, health screenings, and information about the risk factors associated with smoking.

Violations of Policy

Enforcement of this Policy shall be the responsibility of each Department Head. Any violation of this Policy may result in disciplinary action up to and including termination.

Policy adopted by Selma Town Council

Effective Date: November 14, 2000
Amended August 11, 2015

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.