



Section Name:	Employee Relations	Effective Date: December 21, 2009
Section Number:	400	Date of Revision: March 20, 2017
Policy Number:	016	
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Subject: Smoke, Tobacco, or E-cigarettes Free Workplace Policy

1. Purpose. The purpose of this policy is to provide a safe and healthy work and living environment for our staff and customers.
2. Statement of Policy. The City of Monroe is committed to providing a healthy, comfortable, and productive environment for the employees, customers and visitors of this City. The City recognizes the health risks associated with second hand smoke and to mitigate these risks the City has established the following policy regarding smoking and/or the use of tobacco products, e-cigarettes and vaporizers:
 - 2.1. Smoking and/or the use of tobacco products, e-cigarettes and vaporizers is prohibited in all City facilities including, conference and meeting rooms, lunchrooms, restrooms, waiting areas, hallways, stairways, elevators and City-owned vehicles/equipment.
 - 2.2. In order not to interfere with access or the rights of others, smoking and/or the use of tobacco products, e-cigarettes and vaporizers is not permitted within 25 feet of all building entrances, air intakes, and operable windows.
 - 2.3. Individuals who smoke, use tobacco products, e-cigarettes and vaporizers outside the City's facilities are required to use ashtrays or similar receptacles to guard against fire and maintain good housekeeping. Cooperation is most important in this regard.
 - 2.4. No additional breaks are allowed for those employees who choose to smoke, use tobacco products, e-cigarettes and vaporizers.
 - 2.5. Employees who desire to quit smoking may obtain information regarding smoking cessation programs from the Human Resources Department.
3. Definitions. None.

4. Application. This policy shall apply to all departments of the City of Monroe.
5. Responsibility. The Appointed Officials and the Human Resources Director will have the responsibility for overseeing and implementing this policy.
6. Administrative Procedures.
 - 6.1 Enforcement:
 - (a) Persons observing a violation of this policy should bring it to the attention of their supervisor.
 - (b) Employee problems regarding smoking and/or the use of tobacco products, e-cigarettes and vaporizers in work areas shall be resolved at the supervisory level, if possible. Otherwise, such problems shall be resolved by the Human Resources Director in accordance with this policy.
 - (c) Compliance with this policy is mandatory for all employees and persons visiting the City, with no exceptions. Employees who violate this policy are subject to disciplinary action.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated December 21, 2009.

Revised pursuant to action of the Monroe City Council, dated March 20, 2017.