EFFECTIVE DATE: JANUARY 1, 1993

REVISION DATE: April 1, 1997

SUBJECT: SMOKE-FREE WORKPLACE

I. PURPOSE:

A. To provide a safe and healthy working environment for all employees, effective April 1, 1997, smoking by employees will be prohibited in all City facilities and vehicles. To provide general smoking guidelines for City departments which are consistent with the Smoking Ordinance (Ordinance #62781) adopted on April 24, 1986.

B. To provide notice to all City employees of the City of San Antonio's policy relating to a smoke-free workplace.

II. RESPONSIBILITIES:

A. Departments:

1. Each Department Director is responsible for ensuring compliance with this policy.

2. The Health Department is responsible for scheduling and coordinating smoking cessation classes. Immediate supervisors are responsible for scheduling employees who request to attend classes, so that the workload within their department is not affected or the health and safety of others is not jeopardized.

3. The Public Works Department is responsible for providing appropriate signage in all facilities and ensuring signage is properly placed and maintained.

B. Employees:

1. City employees are encouraged to remind the public that smoking is not permitted in City facilities.

2. All City employees must adhere to all guidelines outlined in this policy. Violations of this policy shall be considered failure to follow instructions and shall be grounds for disciplinary action.

III. DEFINITIONS:

A. City Facilities: All indoor facilities that are owned or leased by the City where an employee performs any type of work.

B. Vehicles/Equipment: All vehicles or equipment owned or leased by the City.

IV. POLICY:

A. General Prohibition: As of April 1, 1997 all City facilities and vehicles/equipment are SMOKE FREE.

B. Employee(s) will not congregate outside the entrances of City facilities to smoke.

C. While this policy prohibits smoking in the workplace and vehicles/equipment, the main objective of this policy is to protect the health, safety and the well being of all City employees. The City understands that many individuals may require assistance to stop smoking and to that end smoking cessation programs will be made available to employees who wish to eliminate smoking from their lives. We encourage employees to take this opportunity to change to a non-smoking lifestyle by enrolling in smoking cessation classes.

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Employee Services Division of the Human Resources Department at 207-7294.

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.65
Smoking in the Workplace

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.65, Smoking in the Workplace. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #