

## CITY OF WACO

### Policy Summary:

City employees are prohibited from smoking or using tobacco products while on duty. Smoking or the use of tobacco products is prohibited in City buildings or any portion thereof owned or leased by the City. Smoking or the use of tobacco products is also prohibited in City vehicles.

### I. POLICY

- A. Given the documented risk of secondhand smoke and use of tobacco products, the City of Waco prohibits employees from smoking or using tobacco products while on duty.

For the purpose of this policy, employees are not considered on duty during all breaks including the lunch break.

Smoking or the use of tobacco products is prohibited in any City vehicle. This includes heavy equipment and motorcycles.

- B. This policy is effective February 1, 1995

### II. DEFINITIONS

- A. Tobacco products – means sniff, smoking tobacco, chewing tobacco and any article or product made of tobacco.

- B. Smoke or smoking includes-

Possessing a lighted pipe, cigar, cigarette of any kind or any other lighted smoking equipment or device; or

The combustion of any cigar, cigarette, tobacco product or any other combustible substance in any form; or

Emitting or exhaling the smoke of a pipe, cigar, cigarette, tobacco product or any other combustible substance of any kind.

- C. Lunch break – means a designated time assigned by a supervisor for the employee to eat lunch.

### III. PROCEDURES

- A. Employees are not authorized to smoke or use tobacco products while on duty.

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Employees are not considered on duty during all breaks including lunch break.

- B. Smoking or the use of tobacco products will be strictly prohibited within buildings owned, operated or leased by the City including, but not limited to: recreational buildings (.g. Cameron Park Clubhouse), offices, hallways, waiting rooms, rest rooms, break rooms, elevators, meeting rooms, convention facilities and airport terminals.
- C. Smoking or the use of tobacco products is also prohibited in City vehicles.
- D. Unauthorized smoking breaks are not allowed.
- E. This policy applies to all City employees, clients, contractors and visitors.
- F. The success of this policy depends upon the cooperation, consideration and thoughtfulness of smokers and non-smokers. All employees are responsible for adhering to and enforcing this policy.
- G. All complaints of City employees violating this policy shall be made with the employee's immediate supervisor, division head or Department Director.
- H. Employees who violate this policy will be subject to discipline up to and including termination (see Policy DTG-1).
- I. In order to inform the public of this policy, signs in all buildings owned, operated or leased by the City shall reflect that smoking or the use of tobacco products is prohibited.

#### IV. OTHER

- A. This policy shall supersede all other previous City policies and will control as to any conflicts regarding other policies setting forth guidelines for the regulation of designated smoking policies or lack thereof.
- B. This policy is not intended to supersede or amend any federal or state law relating to smoking; to the extent that there is a conflict between this policy and any federal or state law said law shall control.
- C. This policy is not intended to supersede or conflict with established hiring practices or personnel procedures.

Approved: Resolution 1994-206