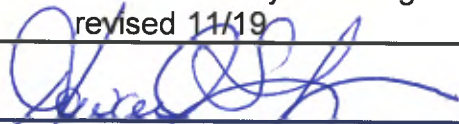




Administrative Policies and Procedures

Policy Title: Smoke-Free Environment	Policy Number: 305
Effective: February 26, 2020	
Supersedes: APP #305 City Smoking Policy dated 6/94, revised 11/95, revised 8/14; revised 11/19	
Approval: 	Page 1 of 6

1. Purpose

It is the intent of the City of Ann Arbor to protect the health and safety of its employees as well as the adults and children who use City buildings and facilities, City-leased space, and/or City vehicles. This policy seeks to reinforce the City's commitment to maintaining a smoke-free workplace and environment.

2. Definitions

2.1 Workplace - means any area under the control of the employer which employees normally frequent during the course of employment, including, but not limited to: work areas, job sites, employee break rooms and restrooms, conference and classrooms, City vehicles, employee cafeterias and hallways, or any location to which the employee is assigned during his/her hours of employment.

2.2 City property - means all property owned, leased, rented or otherwise used by the City including but not limited to:

All interior portions of any building or other structure used for administration, training, support services, maintenance or storage. The term does not apply to buildings used primarily as residences.

All City grounds over which the City exercises control including areas surrounding any building, recreation areas (pools, parks, etc.) and parking areas.

All City vehicles.

2.3 Smoking – for purposes of this policy, includes cigarettes, e-cigarettes, cigars, marijuana, and pipe tobacco smoking and includes cloves or any other product packaged for smoking.

2.4 Use - means lighting, inhaling or smoking any product.

3. Policy

3.1 Clear air is essential. Smoking in the work environment is not conducive to good health. As a public organization, the City seeks set a positive example to citizens concerning the use of smoking products. The sale and/or use of smoking products are prohibited in all buildings, facilities, and vehicles owned, leased and/or operated by the City of Ann Arbor without exception. This policy applies to employees only while they are working for the City of Ann Arbor. It does not apply during their non-working time (before work, on approved breaks, at lunch or after work) if they are using smoking products in an area where smoking is permitted.

3.2 In order to promote the general health, welfare and well being of employees, visitors, residents, and other individuals visiting City property, smoking or any other use of any smoking products is prohibited on all City property unless an area has specifically been designated to allow smoking. In addition, each service area must implement, make known, follow and enforce the smoke-free policy. Every employee has the right to work in a smoke-free area. Each employee may request a reasonable smoke free work area. In any dispute concerning the smoking sections of the policy, the health of the non-smoker will take precedence. Employees concerned about work environment and environmental smoke problems should bring their complaints to the attention of their immediate supervisor or manager.

4. Responsibility

4.1 Management shall be responsible for verifying that all buildings and facilities under their supervision are have proper “No Smoking” signage. Management is also responsible for the revision of all contracts with vendors and concessionaires for their areas of responsibility to ensure that they follow the Smoke-Free Workplace policy.

- 4.2 Management is responsible for educating employees about the City's smoking in the workplace policy and guidelines and disciplining those employees found violating this policy.
- 4.3 It is the responsibility of management to monitor compliance with this policy at all locations.
- 4.4 All employees are charged with enforcing this policy. Violators should be asked to extinguish their smoke and if they refuse it should be reported to their supervisor.
- 4.5 City Administration is responsible for providing a smoke free workplace for employees and members of the public. City Administration is also responsible for signs as specified in this policy and other postings necessary to achieve compliance.

5. Procedures

- 5.1 The Service Unit Manager (or designee) will be responsible for the designation of smoke-free areas in each facility and/or area that allows smoking under his or her supervision.
- 5.2 A copy of the designated smoking areas will be submitted to Human Resources for approval.
- 5.3 The designated smoking areas identified in the policy will be reviewed by the Service Unit Manager each year on June 1 for their areas of responsibility. Designated smoking areas will not be near air intakes for a building and will not be placed within 20 feet of any employee or public building entrance. An evaluation of all regulatory and safety codes will also be taken into consideration when designating tobacco use areas. Employees using designated smoking areas are required to keep the areas clean.
- 5.4 "No Smoking" signs will be posted in all work locations, in compliance with the Washtenaw County Clean Indoor Air Regulation and the State of Michigan's Dr. Ron Davis Law. Signs shall also be posted stating that smoking is prohibited within 20 feet of the entrance to a city building. Each service unit will be responsible for obtaining and posting the appropriate signs for its work locations. The Fleet and Facilities Service Unit is available to assist with building and facility signs and installation. Signs will be posted in prominent places on all City property to notify the public that smoking is prohibited in accordance with City policy. The cost for the signs will be assigned to and become the responsibility of the unit requesting the posting.

- 5.5 Employees who wish to smoke must limit their smoking to their own time, which includes breaks and/or meal breaks and must smoke outside of the City buildings in an area or areas designated by the City where smoking is permitted.
- 5.6 Employees found in violation of this policy will be subject to appropriate disciplinary action. Repeated violations may result in suspension and/or termination of employment.

Designated Smoke-Free Areas for Staff Only

- LARCOM BUILDING AND JUSTICE CENTER CITY HALL – Designated a smoke-free municipal center premises.

Designated Smoke Use Areas for Staff Only

- CTN - 2805 S. Industrial will continue to be located near the Government side entrance in the back parking lot by the bike racks.

- COBBLESTONE FARM - East side of the Barn, 20 ft away from the entrance doors.
- HURON HILLS GOLF COURSE CLUBHOUSE – West side of the clubhouse, more than 20 feet from back door.
- HURON HILLS MAINTENANCE FACILITY - West side of the clubhouse, more than 20 feet from back door.
- LESLIE PARK GOLF COURSE CLUBHOUSE - East side of the Clubhouse near cart wash area.
- LESLIE PARK GOLF COURSE MANTNANCE BARN - North side of the Barn, in the fenced storage area away from fuel tanks.

- WATER TREATMENT PLANT –Smoking is permitted only adjacent to the grit bin and thickener #1 beyond 20 feet of the building, and adjacent to the Pomona Gate.
- WASTEWATER TREATMENT PLANT – Smoking or use of a vaping device is permitted only at least 30 feet away from all building doors and walkways in the following areas: near the unused roll-off below grade ramp adjacent to the Thickener Building, on the east side of the Maintenance Building near the edge of the porous pavement, and at the edge of the pavement west of the Ferric Chloride Tanks. Other restrictions may be developed as needed.
- AIRPORT TERMINAL – Outside perimeter area adjacent to the building.
- AIRPORT MAINTENANCE BUILDING – Outside and adjacent to east wall of building.
- 2000 S. INDUSTRIAL HIGHWAY – Along the East Fence next to the Office Building. Maintain 20 feet from the building and stay away from fuel tanks and gas pumps.

- MATERIAL RECOVERY FACILITY - South side of site, between the parking area and the fence.
- WHEELER CENTER - Shelter located between the Fleet Maintenance Building and Public Works Operations Building
- FIRE STATION #1, 111 N. 5th Ave.– Ann Street side by door 1.
- FIRE STATION #2, 1510 E. Stadium – Rear kitchen yard by back door.
- FIRE STATION #3, 2130 Jackson Ave. – Courtyard/Patio.
- FIRE STATION #4, 2415 Huron Pkwy – Courtyard/Patio
- FIRE STATION #5, 1946 Beal – Courtyard/Patio
- FIRE STATION #6, 1881 Briarwood Circle – Courtyard Patio

NOTE: NO SMOKING WITHIN 20 FEET OF A BUILDING ENTRANCE, IN FOOD PATIO, FOOD SERVICE AREA OR WITHIN FENCED POOL AREA.