



THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

SMOKING POLICY

I. PURPOSE

To comply with Assembly Bill 13, State Labor Code 6404.5 which prohibits Smoking in Enclosed Places of Employment.

II. APPLICABILITY

This policy applies to all full-time and hourly/part-time City employees, officials and volunteers.

III. POLICY

The City of Pomona is committed to providing a healthful and safe working environment for employees. To maintain this commitment, smoking is NOT permitted inside any City public area, office, or building. Smoking is also prohibited in all City vehicles including but not limited to pool-car vehicles.

Employees who smoke are not to exceed the number of breaks and time allotted for each as defined in appropriate Memorandum of Understanding or Rules and Regulations. Disciplinary action up to and including termination of employment will be instituted if this policy is violated.

All City employees and visitors are required to comply with this policy. Employees are responsible to inform visitors of this policy. Signs are posted to designate that City of Pomona facilities are "Non-Smoking" and/or "Smoke Free Environment".

III. DEFINITION OF TERMS

"Smoking" includes smoking cigarettes, pipes, cigars, all tobacco products, and weeds or plants of any kind.

"Non-Smoking" Areas are defined as all areas located within an enclosed City of Pomona facility, including but not limited to City Hall, Police Department and sub-stations, Public Works Yard, Water Yards, Parks Yard, Recreation facilities, Library, City Council Chambers, hallways, restrooms, and all city vehicles.

"Smoking" Areas are defined as areas located outside of the enclosed City of Pomona facilities.



MEMORANDUM

Date: March 18, 2015
To: All City Employees
From: Linda Lowry, City Manager
Subject: Smoking Areas

On March 2, 2015, City Council passed an ordinance that prohibits smoking in City parks, including the Civic Center Plaza. The ordinance becomes effective April 2, 2015. This ordinance is part of an on-going effort to improve the public's ability to comfortably conduct business or enjoy City facilities. For City employees in the Civic Center Plaza area (City Hall and Library) and for employees working in our various parks, this will change the areas available for smoking.

Effective Thursday, April 2, 2015, the smoking areas for employees at City Hall and the Library will be the sidewalk areas surrounding the Civic Center Plaza, which include the sidewalks adjacent to Mission Ave., Garey Ave., and 7th Street. Similarly, employees at City parks will be able to smoke at sidewalk areas adjacent to each park. The smoking areas at other facilities (Police, Public Works, etc.) will remain the same.

Thank you in advance for helping keep our parks and Civic Center Plaza smoke-free. If you have any questions, please contact Linda Matthews, Human Resources/Risk Management Director.