



ADMINISTRATIVE DIRECTIVE

SUBJECT SMOKING IN CITY WORK AREAS	NUMBER 2.02-17	PAGE 1 of 1
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I. PURPOSE

To state the adopted policy regarding smoking in City work areas by City employees. Although this directive governs City employee behavior, visitors to City facilities must also comply with the provisions of the Tucson Code regarding smoking (Chapter II, Article III). (Employees may request a copy of the smoking ordinance from the City Clerk’s Office.)

II. POLICY

Smoking is prohibited in all buildings owned or leased by the City of Tucson except for living quarters occupied by a tenant in a City owned building.



Smoking is prohibited in all City vehicles.

III. GENERAL

- A.** Employees who intentionally disregard the provisions contained herein shall be subject to disciplinary action.
- B.** Regarding employee breaks for smoking, each department director is responsible for establishing a system to handle work breaks.
- C.** No City employee shall be subject to disciplinary action solely as a result of his or her complaint about smoking in the work place.
- D.** Employees who wish to stop smoking are encouraged to contact the Human Resources Department for information regarding available assistance.
- E.** Problems not resolved at the supervisory level shall be resolved by the Department Director in accordance with this Directive.
- F.** Employees who smoke are encouraged to refrain from smoking near entrances to City building to allow the public smoke free access to the buildings.

IV. RESPONSIBILITY FOR REVIEW

The Director of Human Resources shall annually review this directive in October

AUTHORIZED

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CITY MANAGER