Policy 2504

From Human Resources

Revision as of 15:52, 24 December 2009 by Uballr1 (Talk | contribs)
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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Smoking and Tobacco Use **Policy Number**: 2504 **Chapter Title**: Employee Conduct **Effective Date**: January 1, 2009 **Supersedes Policy Number**: 2504 **Dated**: July 1, 2006
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department prohibits smoking and the use of smokeless tobacco in department offices, buildings, facilities, and restricts smoking or use of smokeless tobacco in department vehicles as stated in this policy.

PROVISIONS/REQUIREMENTS

1. All employees and visitors are prohibited from smoking or using smokeless tobacco in all department-owned, leased and occupied offices, buildings, and facilities. Smoking, or using

smokeless tobacco, will be allowed outdoors in designated smoking areas where non-smokers will not be required to encounter smoke or smokeless tobacco use during the normal course of a non-smoker's work or business.

2. Smoking and the use of smokeless tobacco are prohibited in pool vehicles. Smoking and the use of smokeless tobacco are restricted in other department-owned or leased vehicles whenever non-smokers are in these vehicles.

3. Smoking and the use of smokeless tobacco are prohibited at department sponsored training sessions, meetings and gatherings, whether the event is on or off department premises.

4. The use of smokeless tobacco is allowed (except as noted above) provided it is disposed of properly in sealed containers placed in waste containers.

5. The sale of tobacco products in department-owned, leased or occupied buildings and facilities is prohibited.

6. Employees who feel the provisions of this policy are not being followed should advise their immediate supervisor. The department's grievance procedure may be used if violations are not resolved and continue to occur after discussion with the district/division/office.

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