

SMOKE FREE WORKPLACE

Effective January 1, 2011

Purpose To provide a smoke-free environment in compliance with Executive Order 99-03T for employees and the general public; To provide a safe and healthy environment for employees and visitors; to inform employees of designated smoking areas and times and of the consequences of violating this policy.

Authority Executive Order 99-03T
City of Columbus Clean Air Ordinance

Reference ODNR Disciplinary Policy
ODNR Motor Vehicle Policy

Resource Office of Human Resources - Labor Relations Section

Smoking Prohibitions

Smoking is prohibited in all enclosed structures that are owned, leased, and/or operated by this agency. There will be no indoor-designated smoking areas in any such enclosed structure. However, smoking is permitted outdoors and in open-air structures, during appropriate breaks and mealtimes, subject to prohibitions for such safety reasons as exposure to volatile chemicals and materials.

ODNR Facilities in the City of Columbus ONLY:

There shall be no smoking allowed in the entrance and exit doorways of ODNR owned, operated or leased facilities located in the City of Columbus. This is in accordance with Department of Administrative Services (DAS) support of the City of Columbus Clean Air Ordinance <http://ci.columbus.oh.us/content.aspx?id=6584>

For ODNR facilities within Columbus City limits, smoking is prohibited within 25 feet of any entrance and exit doorway, including all enclosed structures. Enclosed structure means all space closed in by a roof or other overhead covering of any kind and walls. Also included are other side coverings of any kind on at least three sides with appropriate openings for ingress and egress. This is done to ensure that tobacco smoke does not enter the enclosed area through entrances, windows, ventilation systems or other means.

Vehicles

Smoking is prohibited in all vehicles owned or leased by the state.

Smoking Cessation Programs

Employees shall be permitted to use reasonable amounts of accrued leave (sick leave, personal leave, or vacation leave) to travel to and attend bona fide smoking cessation programs in their geographic area. The granting of such leave is subject to reasonable verification and is subject to the operational needs of the employer, but such granting of leave will not be unreasonably withheld.

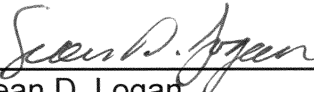
For more resources on smoking cessation, employees may contact the Ohio Tobacco Quit Line at 1-800-784-8669 or visit the Ohio Tobacco Use Prevention and Control Foundation at www.standohio.org.

Discipline

Employees may be disciplined for violation of this work rule, subject to the provisions of the Ohio Revised Code, Departmental policy, and applicable collective bargaining agreements. An employee's completion of a bona fide smoking cessation program may be considered as a mitigating factor in the imposition of discipline for the violation of this policy.

Nothing in this section shall preclude the employer from taking necessary disciplinary action for other incidents that may be related to the violation of this policy.

Office of the Director: Approve Disapprove


Sean D. Logan 12.14.2010
Date