

CITY OF OLEAN

Office of the City Auditor

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SMOKE FREE POLICY

The purpose of this memo is to establish a city policy pertaining to smoking and to provide guidelines to regulate smoking in City of Olean facilities, in accordance with the New York State Smoke-Free Public Health Law 1399-0.

Smoke Free Policy

1. All areas of the workplace are smoke-free without exception. Smoking is not permitted anywhere in the work place, including all indoor facilities and city owned/used vehicles. Smoking is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges.
2. Smoking may be allowed in designated areas outside of the buildings, as long as it does not interfere with the arrival and departure of employees or citizens.
3. Smoking shall not interfere with the daily routine, city activities, or other functions and shall be monitored by the immediate supervisor or any other person acting in a supervisory role.
4. Smoking is not allowed on any emergency or non-emergency scenes to which the city is dispatched.
5. Smoking is strictly prohibited during any public contact.
6. These guidelines will not supersede any local or state laws, or any existing or future regulations established for The City of Olean.
7. Any employee using tobacco is requested to be considerate of the rights and health concerns of others.
8. Smoking is prohibited in places of employment including offices, warehouses, restrooms, elevators and the like. This includes e-cigarettes and herbal cigarettes. Smoking of all cigarettes including e-cigarettes and herbal cigarettes is prohibited in all city-owned vehicles – even if such vehicle is occupied by a single individual.

Enforcement Guidelines

- Progressive discipline up to and including termination starting at the level of two day suspension for first-time offenses.