

City of Yuma, Arizona
ADMINISTRATIVE REGULATION

Issued by: **Greg Wilkinson**
Authority A.R.S. 38-601

SUBJECT:
SMOKING POLICY FOR CITY PROPERTIES AND CITY VEHICLES

Issued: July 9, 2007

- 1.0 PURPOSE:** This Administrative Regulation is issued to comply with State laws and to clearly establish the City's role to provide a smoke free workplace for its employees.
- 2.0 POLICY STATEMENT:** The City prohibits smoking in buildings, facilities and City vehicles used for the conduct of City business or used or occupied as workspace by City employees (premises). In addition, City employees shall follow all State laws, Arizona Department of Health Services (DHS) Rules and City regulations pertaining to smoking prohibitions in outdoor areas.
- 3.0 APPLICABILITY:** This administrative regulation shall apply to all City employees, full-time and part-time, volunteers and independent contractors.
- 4.0 PROCEDURES:**
 - 4.1** Smoking on City premises is limited to outdoor areas as designated by the City in accordance with State law and DHS Rules. The location of designated smoking areas shall be posted at all entrances to buildings and facilities. Smoking in any other area is strictly prohibited and subject to action as outlined in 5.0 below.
 - 4.2** Designated smoking areas will be determined by the City Administrator or his/her designee and will be clearly marked.
 - 4.3** Smoking is not permitted in City vehicles under any circumstance.
 - 4.4** "No smoking" signs will be prominently placed at the following locations:
 - 4.4.1** Entrances to buildings or facilities,
 - 4.4.2** Vehicle dashboards where readable by all passengers.
 - 4.5** Notice of where complaints or violations of this AR may be registered will be included on each "no smoking" sign. Violations may be reported to the Department of Health Services and to the person in charge of the premises.
- 5.0 ENFORCEMENT:**
 - 5.1** An employee observing any individual smoking should politely inform that individual

that all City premises are smoke-free and direct the individual to the location of the nearest outdoor smoking area. The person in charge of the premises should be informed of situations of non-cooperation. Any individual who continues to smoke on City premises after being directed to designated smoking areas may be referred to the Department of Health Services and cited in accordance with State law.

5.2 Employees who smoke on City premises or who refuse to comply with State laws, DHS Rules or this Regulation pertaining to outdoor smoking areas are subject to disciplinary action pursuant to the City's Personnel Rules up to and including dismissal for violation of this Regulation.

5.3 No employee shall be terminated or subject to disciplinary action solely as a result of exercising any rights afforded by State law, DHS Rules or this Regulation.

6.0 **CITY'S RIGHT TO WAIVE OR AMEND:** When it is deemed in the best interest of the City to do so, the City Administrator, or designee, may waive or amend any portion of this Regulation, not in conflict with the Personnel Rules, City Charter, or City Ordinance.