

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	10-5
		Original Adoption	02-09-87
		Revision #	7
		Last revision date	October 2015
Section Title	General		
Subject	Smoking Policy		

This policy is established out of concern for nonsmokers, as well as smokers. Evidence shows that nonsmokers are incurring health risks because of the actions of others. In addition, smokers are increasing their chance of early death due to heart disease and cancer. Established per §50-40-104 and §50-40-201, MCA.

DESIGNATED NONSMOKING/SMOKING AREAS

1. All City facilities will be designated NON-SMOKING.
2. Smoking in City-owned vehicles is prohibited.
3. Smoking by employees will be prohibited while conducting business or making personal contacts with public in the course of their duties in homes, offices, place of business or on the street.
4. Smoking is prohibited by employees when evacuating a building in any alarm situation as well as at the designated meeting areas during such evacuations.
5. Designated smoking areas may be defined by the department head and approved by the City Manager for each facility. At a minimum, smoking by a public entrance is prohibited.
6. Enforcement of this policy will be the responsibility of department heads and/or supervisors.
7. Employees who smoke are not allowed a greater number of breaks than are listed in the Scheduling Hours of Work Policy (4-1).