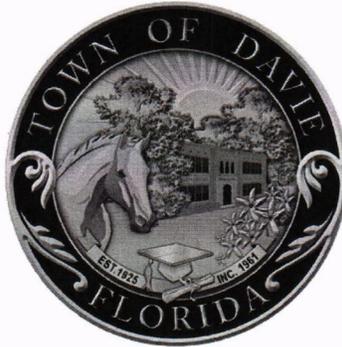


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**SMOKING
SOP #24-011
January 14, 2019**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

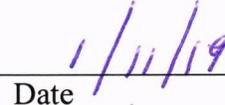
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision
3	January 28, 2016	Human Resources	Revision
4	January 14, 2019	Human Resources	Revision

APPROVALS:



Human Resources Director


Date



Town Administrator


Date

1-1. POLICY.

It is the policy of the Town of Davie to regulate the smoking of tobacco products in facilities operated and maintained by the Town of Davie, in compliance with the Florida Clean Indoor Air Act (FCIAA) Florida Statutes Sections 386.201. This Act creates and protects areas that are free from the hazards of tobacco smoke. It shall be policy of the Town of Davie that the use of any tobacco products (inclusive of smokeless products) is prohibited in Town facilities and vehicles by any person.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. PROCEDURE.

- a. The use of tobacco products (inclusive of smokeless tobacco and electronic cigarettes) in public view, in Town facilities, and/or within a town vehicle is strictly prohibited. Employees will not smoke, or in any way use smokeless tobacco products, when actively engaged in public contact work as it may be considered offensive to the public. This includes the use of electronic cigarettes, smokeless tobacco and items used to discard smokeless tobacco residue (i.e. water bottles or “spit cups”).
 - b. Employees hired before January 4, 2016 are only authorized to use tobacco products during approved break times and only in areas as specified above (1-3 a).
 - c. Employees hired January 4, 2016 or after must be a non-user of tobacco products six (6) months prior to their employment with the Town as well as commit to non-usage during their employment.
 - d. The Florida Clean Indoor Air Act (FCIAA) provides specific requirements for the regulation of smoking in all government buildings and facilities.
 - e. The Act is applicable to all Town of Davie owned, operated, maintained, leased, or otherwise controlled facilities and vehicles.
 - f. In accordance with the Act, smoking is expressly prohibited in both employee and public use areas including but not limited to, workspaces, waiting rooms, lobbies, lounges, rest rooms, elevators, stairwells, hallways, off-duty details or any other areas of common use by the public.
 - g. This policy is meant to protect the health, comfort, and environment of Town of Davie employees and of the general public using Town of Davie facilities.
-

- h.** Each Department shall post no-smoking signs as required by the FCIAA. The Act provides substantial penalties against the person in charge of a public area who does not comply with the Act.