



STAFF REPORT

Meeting Date: May 1, 2017

Agenda Item #: 6d

TO: Mayor and Town Council
FROM: Susan Parker, Town Administrator
TITLE: **Smoking Areas Designation Policy**

Summary: Council directed Staff to draft a Smoking Areas Designation Policy. Below is the draft for Council review.

Draft
Smoking Areas Designation Policy

The Town maintains smoke- and tobacco-free buildings. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, vapor-based e-cigarettes, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the Town. Employees may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.