


Department of Public Works and Engineering

Subject: SMOKING POLICY	Departmental Policy 1-19	
Effective Date: Upon Approval		
<p>I. Purpose</p> <p>To promote the health of each Department employee by providing a smoke-free work environment.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>In compliance with Mayor's Executive Order 1-11 (revised) as defined in the <u>City Code of Ordinances</u> Section 21-236 to 246 and the Fire Code of the City of Houston, the following will apply to all Department of Public Works and Engineering office buildings and facilities:</p> <p>A. Smoking is not permitted by City employees or others in any enclosed area in which City personnel are employed.</p> <p>B. Employees who wish to smoke may do so outside of their building in designated smoking areas; or in an area not associated with City facilities or City employees where smoking is permitted. Smoking should be done on the employees regular lunch period or during one of two (2) authorized fifteen (15) minute breaks.</p> <p>C. The Director of Public Works and Engineering is responsible for implementing and enforcing this policy and ordinance.</p> <p><u>Definition</u> PUBLIC PLACE - Any enclosed area, or portion thereof, to which the public has unrestricted access, as more particularly defined in Section 21-236 of the Code of Ordinances, City of Houston, Texas.</p> <p>IV. Compliance</p> <p>Violations of the City's smoking ordinances or this policy will be grounds for disciplinary action in the same manner as violation of other rules of employment.</p>		
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