

Smoking and the use of smokeless tobacco products is prohibited in city buildings, including the library, within twenty-five (25) feet of public entrances to the library, and in library vehicles.

Library employees shall not smoke or use smokeless tobacco when interacting directly with citizens on official business.

The designated smoking area for employees is located outside the north employee entrance, under the canopy for the Main Branch and outside either the north side or the south side of the building for the Argenta Branch. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. If the designated smoking area is not properly maintained (for example, if cigarette butts or other smokeless tobacco materials are found on the ground), it may be eliminated at the discretion of management or the Library Board.

The term “smoking” shall mean a lighted cigar, cigarette, pipe, or other lit/electronic vapor (e.g. e-cigarette) tobacco product. The term “smokeless tobacco” shall include any tobacco product, chewing tobacco, skoal, snuff, etc. be it chewed, dipped, or in any way placed in direct contact with the mouth.

Employees who smoke or use tobacco products must familiarize themselves with those areas where smoking is either permitted or prohibited. Employees are to contact the Executive Director with any questions regarding the smoking policy. Smoking in non-smoking areas will not be tolerated. Complaints regarding violations of this policy may be filed with the Executive Director.

Complaints regarding non-compliance with this policy are to be taken seriously because they may lead to on-the-job health-related problems. Corrective action will be taken if necessary to stop the exposure.