Smoking

425.02

POLICY

Smoking is not allowed in any State owned or leased Department of Health building space, grounds or state vehicles or in areas in close proximity to building entrances and pedestrian entrances to and from parking ramps. Smoking is only permitted during employees' normal scheduled rest periods or lunch breaks and additional paid work time will not be granted to smoke.

STANDARD

DEFINITIONS

Smoking is defined as carrying of a lighted cigarette, cigar, or pipe or the use of any other smoking material including smokeless tobacco.

STANDARDS

This Policy applies to all employees regardless of their status, all contractors, and all guests or other members of the public who are visiting a State owned or leased Department building or in a State or Department motor vehicle.

The Department supports employees' effort to quit smoking. Supervisors are encouraged to permit employees to attend smoking cessation programs if work scheduling arrangements can be made. Release time may be granted or costs may be reimbursed at the discretion of the Division Director.

PROCEDURE

Human Resource Management	Develops and administers Department Smoking Policy. Advises managers and supervisors on content of Policy and provides assistance to supervisors in enforcement of Policy.
Managers and Supervisors	Ensure that all employees are aware of Policy and understand it. Monitor compliance with Policy.

	Investigate and takes appropriate corrective action, up to and including disciplinary action when violations of Policy are confirmed.
Employees	Read, understand and comply with Policy provisions. Report suspected violations of the Policy to supervisor or HRM.
	Previous Policy Number: 68.00-01 Revised: April, 2008 Related Provisions: Minnesota Clean Indoor Air Act
Responsible Manager(s):	Director, Human Resource Management Jamie.Gudknecht@state.mn.us
Contact Person(s):	Director, Human Resource Management
Last Updated:	04/16/2008
Related Policies (if any)	
	MDH Policy 435.05 - Reimbursement of Conference, Seminar and Academic Tuition Fees

Click here to update this policy (425.02) (requires log-in).