

SALINE COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: 04-17-18
SUPERSEDES: 09-14-10

SECTION NO. 40 **PAGE** 1
POLICY NO. 44 **OF** 1

SUBJECT: Smoking and Tobacco Use Policy

SCOPE: All employees of Saline County

RELATED POLICIES: 40.01, 40.26a, 40.26b

In keeping with Saline County's intent to provide a safe and healthful work environment, smoking or tobacco use is prohibited throughout the workplace. This includes electronic cigarettes or e-cigarettes.

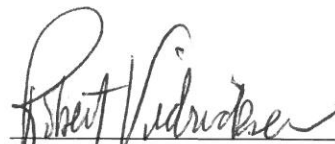
Smoking or tobacco use shall be prohibited in all Saline County owned or leased vehicles and equipment.

Smoking or tobacco use shall be prohibited in all Saline County facilities pursuant to the City of Salina's Clean Indoor Air Ordinance number 09-10481 which prohibits smoking in public places and places of employment within the City of Salina, Kansas. Smoking is prohibited within a distance of 10 feet outside the main entrance or as marked, operable windows and ventilation systems of enclosed areas where smoking is prohibited.

Saline County employees who choose to use tobacco products during their work hours are subject to established rules and procedures concerning rest breaks.

Employees shall not use tobacco products at any time they are talking to or otherwise interacting with members of the public while on County time.

Employees who violate this policy shall be subject to the disciplinary procedures as described policy 40.26a and 40.26b of this policy manual including written warning, suspension and possible termination. Additionally, any person found in violation of Saline County's Smoking and Tobacco Use Policy may be subject to prosecution in accordance with K.S.A. 21-4009 through 21-4014 and amendments thereto.



Robert Vidricksen, Chairman
Saline County Board of Commissioners