



WAYNE COUNTY POLICY STATEMENT

Title:	Smoking Policy		
Wayne County Policy #		Date Issued:	6/30/2013
Category:		Date Revised:	N/A
Approved By:	Tish King, Director		Page 1 of 2

I. PURPOSE

The Wayne County Smoking Policy is consistent with the Michigan Clean Indoor Air Act. All Wayne County employees share the responsibility for adhering to and enforcing this policy. Smoking is prohibited throughout all County owned or operated facilities and vehicles.

II. POLICY PROVISIONS

Employees who observe a violation of this policy may report it to their respective building security or to their supervisor. Upon receipt of a complaint, the supervisor will investigate and respond to the complaint. An employee found in violation of the Wayne County Smoking Policy will be subject to progressive disciplinary action in the same manner applicable for other violations of County policy. Individuals, who are not County employees, found in violation of this policy will be informed of the Wayne County Smoking Policy and asked to refrain from smoking while visiting any facilities or utilizing vehicles owned or operated by the County.

Prohibition of Smoking Near Entrances, Windows and Ventilation Systems:

Smoking shall be prohibited within a distance surrounding entrances, windows that may be opened or used for ventilation, and ventilation systems of all worksites and public places covered by this regulation so that persons entering and exiting these buildings may do so without being negatively impacted by secondhand smoke.

A. It shall be the responsibility of the owner of a regulated building to proscribe appropriate smoking and non-smoking areas surrounding entrances, windows and ventilation systems.

B. If the public health officer receives a complaint regarding a violation of this section, the officer shall conduct an investigation and review the designated non-smoking area with the business owner to ensure that an appropriate non-smoking perimeter has been established.

C. For purposes of this section, there shall be a rebuttable presumption that a distance of six (6) feet surrounding the entrance, window, or ventilation system shall be adequate.

D. If a six (6) foot area cannot be designated for a particular business, the public health officer will advise the owner of an appropriate distance or area.

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III. ENFORCEMENT

The Department of P/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of P/Human Resources will assist in the interpretation and monitoring of adherence to this policy.

Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

V. RELATED DOCUMENTS

- a. Wayne County Work Rules
- b. Wayne County Code of Conduct Policy
- c. Wayne County Employee Handbook
- d. Michigan Clean Indoor Air Act

VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created			
Revised	06/30/2013	Tish King, Director	Format