

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2011-10
Title:	Use of Tobacco Products On District Property	

PURPOSE

The purpose of this policy is to confirm Rancho Murieta Community Services District's (District) commitment to provide a safe and healthy environment for employees and the general public.

BASIC POLICY AND GUIDELINES

Ample research exists demonstrating the health hazards of the use of tobacco products, including but not limited to smoking and chewing tobacco. Therefore, in the best interest of the health and safety of employees and the general public, use of tobacco products by District employees is:

- a. Restricted to the employee's scheduled work breaks and lunch time.
- b. Banned completely within any and all District buildings and/or confined spaces, including motor vehicles.
- c. Banned completely in any District owned and/or operated vehicle.
- d. Allowed at a distance of at least 20 feet from the outside of any entrance and/or exit to any District building and/or confined space.
- e. Where the use of tobacco substances is allowed, the using employee shall be responsible for the appropriate non-hazardous containment and disposal of the tobacco wastes including cigarettes, cigars, butts, ashes and chewing tobacco spittle.
- f. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of this policy.

Approved by Rancho Murieta Community Services District's Board of Directors	October 19, 2011
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