

City of St. Louis Department of Personnel Administrative Regulation NO. 129

Smoking Policy

Revised & Reissued: April 1, 2014

I. POLICY

The City of St. Louis is concerned about the health and safety of its employees and the general welfare of its citizens. The following policy has been adopted by the Department of Personnel and shall apply to all civil service agencies and employees.

In accordance with Ordinance #62523 as amended by Ordinance #65991, no employees in the civil service shall smoke in any public or non-public area of any building owned, leased or operated by the City of St. Louis, nor in any public or non-public area of any building occupied by the City of St. Louis to the extent of such occupancy.

The Commissioner of Health, under the authority granted to her in Ordinance #65991, Section Three, has designated certain areas where City employees may smoke outside of public buildings. These are designated by Order of the Commissioner. The activity of smoking by City employees is limited to the areas designated by the Commissioner of Health. Smoking outside of such designated areas will be a violation of this policy.

II. DEFINITIONS

Smoking as defined in the Clean Air Act means "inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe in any manner or in any form." Electronic cigarettes fall within this definition, and a City employee smoking or "vaping" them in any area prohibited by the Commissioner of Health will be considered to be in violation of this Policy.

1. Tobacco Products - Cigarettes, cigars, pipes, or any other combustible use of tobacco in any form.

2. Smoking Designated - Areas in which smoking is permitted.

3. Smoke Free Environment Signs - Smoking is prohibited by ordinance.

III. NOTICE OF SMOKING POLICY

All employees should be briefed by their appointing authorities on the locations wherein the use of tobacco products is permitted (if any). It is the duty of the Health Commissioner or his/her designee to identify outside areas adjacent to each building owned or operated by the City as officially Smoking Designated (if any). All such areas are to be clearly marked as such.

IV. ENFORCEMENT

Overall enforcement of the ordinances shall be the duty of the Health Commissioner or an authorized designee. Where assigned, enforcement of said ordinances in and around City operated buildings shall be the responsibility of the Police Department's staff who provide onsite security services. Any employee who violates the provisions of these Ordinances shall be subject to a fine of not more than fifty (\$50) dollars.

All employees are required to adhere to provisions of this administrative regulation and any related policies of the agencies in which they are employed. Problems related to this administrative regulation and/or agency policies should be brought to the attention of appropriate supervisory personnel. Within each division or agency in civil service, it is the responsibility of the appointing authority to enforce this administrative regulation by means of disciplinary action, taken in accordance with Administrative Regulation No. 117 Discipline Policy.

I have also attached the order of the Health Commissioner on this matter. Questions regarding the content of this administrative regulation should be referred to the Employee Relations Section of the Department of Personnel at 622-3563.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director of Personnel

Attachment

