

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

Policy Number **4304**

General Subject: Personnel

Date Issued 1/23/95

Specific Subject: Smoking in the Workplace

Effective Date 1/24/95

Resolution No. **95-R005**

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**PURPOSE:**

To establish a policy regarding tobacco smoking in the workplace and to further employee health and productivity by the elimination of primary and secondary effects of smoke in work facilities and enclosed work areas.

**STATEMENT OF POLICY:**

Consistent with State law, and in recognition of the potential hazards to employee health and productivity which may be caused by or contributed to by smoking, the City Council hereby bans smoking in all enclosed work areas, buildings, facilities and vehicles. Employees, and visitors to City facilities, are prohibited from smoking at all times in these workplaces.

For the purposes of this policy, "enclosed work areas" shall include all private offices, shops, work bays, warehouses, storerooms, lounges, lockerrooms, hallways, restrooms, cars, trucks, or other vehicles or facilities owned or controlled by the City during work hours. Whether or not such work areas may be opened or otherwise ventilated, such work areas shall remain subject to this ban.

Legal enforcement of State law will be the responsibility of the Police Department. Violations are infractions, punishable by fines of increasing severity. Citations will be issued upon complaint to the Police Department.

Employees found to be in violation of this policy, including supervisors and managers who knowingly fail to properly enforce the policy, shall be subject to disciplinary action, up to and including termination of employment. Disciplinary enforcement of this policy shall be the responsibility of appointing authorities in their respective departments.

In support of this policy and in an effort to encourage employee lifestyles which improve health and productivity, the City shall provide assistance in smoking cessation. The specific assistance to be provided shall be determined by the Chief

Administrative Officer and administered by the Personnel Director. Employee assistance in smoking cessation may include classes, medical therapy or other clinical techniques approved by City Risk Management or medical representatives, or financial assistance up to \$200 for enrollment in specialized treatment when the employee's personal insurance does not provide coverage for such treatment. Procedures for obtaining assistance shall be developed and communicated on request to interested employees by the Personnel Department.

Employees provided financial assistance must complete the program in which they enrolled or reimburse the City. Financial assistance will only be available one time per employee.

Copies of this policy shall be provided to each employee through the Personnel Department, and posted in all work locations.