

EFFECTIVE: January, 2004

NO SMOKING

The City of Camden, in compliance with the Government Building Smoking Control Act (P.L. 1985, Chapter 381), supports the principle that “the right of a non-smoker to breathe clean air supersedes the right of a smoker.”

The City of Camden’s City Hall, located at 520 Market St., is a smoke free environment. Smoking is prohibited in all areas of the City Hall including conference rooms, work areas, private offices, lobbies, elevators, rest rooms, the cafeteria, the loading dock and hallways. Smoking is also prohibited in front of City Hall. The designated smoking area is located at the North side of City Hall. Smoking is to be restricted to the designated area and only during employee breaks and lunch periods during the workday. No additional breaks are granted for smokers.

All buildings occupied by city offices or those portions of buildings so occupied will also be smoke free.

Smoking is prohibited in City of Camden vehicles.

Violation of this policy will result in discipline as provided below.

DISCIPLINARY ACTION:

1st Occurrence: Informal meeting with employee advising behavior is not acceptable and review of policy.

2nd Occurrence: Official verbal warning.

3rd Occurrence: Written warning.

If there is no change in behavior a three (3) day suspension will be in order. An employee will be advised by his or her director in writing that further disciplinary action will follow if there is no change. The number of days of suspension will increase up to the maximum for a minor disciplinary action of five (5) days.

If there is still no change, a major disciplinary action will be issued ranging from a six (6) day suspension up to and including termination of employment.