

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE P. TOBACCO PRODUCTS USAGE

P - 1. Usage of Tobacco and Tobacco Products. Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited in all City buildings and City owned vehicles and equipment. “City buildings” means indoor areas of buildings or structures owned or leased by the City of Clay Center, including but not limited to: City Hall, Street Department Building, Waste Treatment Plant Building, Power Plant, 2nd floor of the Law Enforcement Center and the Fire Station.

Any City Employee who violates the provisions of this policy shall be subject to Disciplinary action pursuant to Article G of this Personnel Policy handbook.

P - 2. City Department Supervisors Responsibility. City Department Supervisors shall be responsible for documenting any prohibited use of tobacco or tobacco products in City facilities, vehicles or equipment, and enforcing this policy by taking proper Disciplinary action pursuant to Article G of this Personnel Policy handbook.

Any Department Supervisor not enforcing this policy will be subject to disciplinary action, using the same policy as stated in Article G herein.