


**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: No Smoking Policy

APPROVED: 
MARILYN U. RAWLINGS, FLEET MANAGER

APPROVED: 
PETER WINTON, ASSISTANT COUNTY MANAGER

DISTRIBUTION:

Fleet Management
County Departments

PURPOSE:

To reinforce the County's policy regarding smoking and the use of any type of tobacco products in County vehicles or equipment.

PROCEDURE:

In accordance with County Manager Karen Hawes' memo dated October 15, 2009, smoking is not permitted in any motor vehicle/equipment owned or leased by the County. This directive is being expanded to include all types of tobacco products. This applies to both shared vehicles and equipment, and to those assigned to one individual employee. This is in compliance with the Florida Clean Indoor Air Act, coupled with health concerns and damage to vehicles/equipment.

The operator of any vehicle found to have smoke residue or evidence of such may be responsible for the fees incurred to have the vehicle detailed. Violation of this policy may result in disciplinary action.

Revision Date: May 2010

October 15, 2009



To: All County Employees

From: Karen B. Hawes
County Manager

**MEMORANDUM
FROM THE
OFFICE OF THE COUNTY MANAGER**

Re: Smoking Policies

Smoking is not permitted in any motor vehicle owned or leased by the County. This policy applies to both shared vehicles and to those assigned to one individual employee. Compliance with the Florida Clean Indoor Air Act, coupled with health concerns and property damage previously encountered, prompted the change to the policy on March 9, 2005. This restriction also pertains to motor vehicles that are not fully enclosed, i.e., golf carts, lawn mowers, construction equipment, etc.

Additionally, smoking is not permitted in any building owned or leased by Lee County, or within 25 feet of any entrance or exit to any building owned or leased by Lee County.

Your compliance is expected with all aspects of these directives under the following sections of Lee County's policies:

Policy 101 - Behavior of Employees

101:1 General Provisions

Item 1d - "Smoking and the use of tobacco products only at appropriate and designated times and designated places."

Item 2m - "Smoking in places prohibited by County policy or local ordinance."

As with any violation of Lee County Policy, an employee failing to comply with these policies will be subject to disciplinary action, up to and including termination.

We appreciate your cooperation in helping to make Lee County a smoke-free workplace.

Policy:

It is the policy of the County that certain employee behavior standards are necessary for safe and efficient operation and for the benefit of all employees and citizens served by the County. Conduct that interferes with operations, that is considered negative or detrimental to the mission or operation of the County or that, by community standards, is offensive to citizens or fellow employees will not be tolerated, and may be subject to appropriate corrective action.

101:1 GENERAL PROVISIONS

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County. Such conduct includes, but is not limited to:
 - a) Reporting to work on time, as scheduled, ready to begin work at the proper workstation, at the assigned starting time;
 - b) Giving adequate and proper advance notice whenever unable to work or to report on time;
 - c) Complying with all County safety and security procedures;
 - d) Smoking and the use of tobacco products only at appropriate and designated times and in designated places;
 - e) Wearing clothing appropriate for the work being performed, as determined by community standards, the County, the Department/Division, or the employee's supervisor;
 - f) Eating meals only during meal periods and only in the designated eating areas;
 - g) Maintaining work place and work area cleanliness and orderliness;
 - h) Treating all citizens, visitors and fellow employees in a courteous manner;
 - i) Refraining from behavior or conduct that could be deemed offensive or undesirable, or which is contrary to the County's best interests (including conduct outside of work while in clothing or vehicles that identify or imply the individual is or may be a County employee & may be on duty);
 - j) Performing assigned tasks efficiently and in accordance with established quality standards;
 - k) Following any proper & appropriately given instruction or assignment;
 - l) Reporting to management suspicious, unethical, unsafe or illegal conduct, by fellow employees or citizens; and
 - m) Following all federal, state, and local laws and ordinances.

2. The following are illustrative examples of some of the prohibited conduct that is subject to disciplinary action, up to and including termination:
 - a) Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics;
 - b) Use, sale, dispensing, sale or possession of alcoholic beverages or drugs on County premises, in County uniform, or in County vehicles;
 - c) Temporary driving permits issued by a law enforcement agency, corrections officer or department of motor vehicles is not acceptable for driving a County vehicle or personal vehicle for County business;
 - d) The use of profanity or abusive language;
 - e) Refusal by an employee to follow management's instructions concerning a job-related matter;
 - f) Assault or battery of a fellow employee or citizen;
 - g) An employee's failure to report their misdemeanor or felony arrest to management;

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- h) An employee's failure to report their suspended required license to management;
 - i) Theft, destruction, defacement or misuse of County property, property of another employee, or property belonging to a citizen;
 - j) Gambling on County property;
 - k) Falsifying or altering any County record or report, either printed or electronic;
 - l) Threatening or intimidating employees, vendors, contracted service providers, or citizens;
 - m) Smoking in places prohibited by County policy or local ordinance;
 - n) Horseplay, pranks or practical jokes;
 - o) Unauthorized sleeping on the job;
 - p) Failure to wear appropriate safety equipment or failure to abide by safety rules and practices;
 - q) Improper attire or inappropriate personal appearance;
 - r) Engaging in any form of workplace harassment;
 - s) Solicitation or distribution (except as provided by County policy);
 - t) Improper disclosure of any confidential information;
 - u) Any conduct, which in the County's judgment, is adverse to the best interests of the County;
 - v) Use of lies, dishonesty, and/or misrepresentation in the workplace; and
 - w) Violation of any policy in this Manual.
3. The examples, above, are simply illustrative of the type of behavior not permitted, and are not intended to be an all-inclusive listing. Any questions of the purpose, content, or application of this policy should be directed to Human Resources.
4. Nothing in this policy should be interpreted or considered a contract or promise, express or implied, to employees that would alter the at-will nature of employment or suggest that discharge will only occur with cause.