

**City of Amarillo**  
**Personnel Policies and Procedures**

Policy Title: City Smoking

Policy Number: 1800

Effective Date: October 1, 2021

Approved by: Jared Miller, City Manager  
Mitchell Normand, Director of Human Resources

**I. Purpose**

The purpose of this policy is to provide guidelines for the prohibition of smoking, tobacco products and/or smoking devices and to limit smoking during work hours to an employee’s break and lunch period only. The City promotes a healthy environment for all employees and will provide employees available tobacco cessation resources or information about tobacco cessation.

**II. Scope**

This policy is applicable to all City of Amarillo employees.

**III. Definitions**

**Smoking:** the act of inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, electronic smoking device, or any other lighted, heated, or burning, vaporized or aerosol tobacco, chemical, other plant-based product (including marijuana) whether loose parts (e.g. leaf, bud, flower, oil, or stem), rolled, powder, liquid, or provided in a pod or other type of canister or container, whether a natural or manmade synthetic product, in any manner or in any form (including smokeless tobacco products) which is intended for non-medicinal inhalation of substances described herein. “Smoking” includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking as herein defined.

**Worksite:** a place in which work is performed or assigned.

**IV. Procedures**

Failure to adhere to the requirements of this policy will be considered insubordination and a violation of a departmental rule and may result in disciplinary action up to and including termination. Appropriate disciplinary action taken may vary depending on employee disciplinary history and mitigating or aggravating circumstances.

- IV.1 Smoking is prohibited in any indoor enclosed facility owned or leased by the City of Amarillo.
- IV.2 Smoking is prohibited in any City-owned or leased vehicle at any time.
- IV.3 Smoking is prohibited while operating any City-owned or leased equipment at any time.
- IV.4 Smoking is prohibited on or at worksites.
- IV.5 For City employees, smoking is prohibited within 50 feet from any outside entrances, operable windows, and ventilation systems of any City owned or leased work location, to prevent smoke from entering those areas, unless identified as a designated smoking area.

**V. Exceptions**

The City Manager reserves the right to modify or override this policy at any time.