



Division Guideline # 48

Date: June 22, 2015

Title: Smoking Policy

Application: All state employees of the Department of Mental Health, Division of Developmental Disabilities

Purpose: To provide a safe and healthy environment for employees and visitors, smoking is prohibited inside the buildings.

1. Employees may smoke outdoors a reasonable number of times, not to exceed the amount of time allowed for breaks.
2. Smoking by employees and visitors shall be permitted only in designated areas, and cigarette butts should be disposed of in receptacles provided for that purpose.
3. Smoking is prohibited in state vehicles.
4. The Department shall allow reasonable time off (sick leave, annual leave, etc.) for attendance at smoking cessation or control classes.
5. Managers and supervisors are responsible and accountable for implementing the provisions of this policy. Responsibilities include, but are not limited to:
 - A. Ensuring that all employees under their supervision have reviewed this policy;
 - B. Responding promptly to violations of this policy consistent with DOR [6.050](#), Disciplinary Actions; and
 - C. Notifying applicants for employment of this smoke-free policy.
6. Employees adversely affected by inconsistent application of this policy in their workplaces may seek relief through DOR [6.090](#), Handling Employee Grievances.

Authority

DOR [6.050](#) Disciplinary Actions

DOR [6.090](#) Handling Employee Grievances

This guideline will be reviewed and updated annually, if needed.