

**MANAGING DIRECTOR DIRECTIVE NUMBER 47**

**IMPLEMENTATION OF EXECUTIVE ORDER 4-88 ON  
LIMITING SMOKING IN CITY INSTALLATIONS**

The Surgeon General of the United States has warned that smoking causes lung cancer, heart disease, emphysema, and may complicate pregnancy. In addition, studies have shown that non-smokers can be adversely affected in a smoker's environment.

Executive Order 4-88 attempts to promote the public and employee welfare by limiting smoking in all City departments and agencies.

It is to be implemented in the following manner:

- 1) Smoking will be allowed only in enclosed designated areas of City Hall, City Hall Annex, Municipal Services Building and other City buildings occupied by City employees. Each department is to be responsible for adherence to the Executive Order and will have the right to designate any of its workplaces as a non-smoking area.

Each employee shall be given the right to designate his or her immediate area as a non-smoking area and post it with appropriate signs or sign. Questions as to what constitutes an employee's work area is to be initially determined by the employee's supervisor with unanswered questions or problems to be reviewed and answered by the next supervisory level until it reaches the department head level if unresolved. The department head will have the responsibility for the final decision.

- 2) Smoking in stairwells, rest rooms, hallways, elevator lobbies and elevators is to be prohibited (if not already the case) and Public Property will be responsible for posting signs in these areas of the Municipal Tri-plex. These areas in other buildings shall be the responsibility of the user department.
- 3) Each department is to provide smoking and no smoking signs for their areas. These signs are to be readily discernible, but in keeping with good taste and the general decor of the work area. The signs should contain all capital lettering not less than 3/4 of an inch in height, and be shown on a contrasting background. Signs containing

the international "no smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) may be used in addition or in lieu of any signs required.

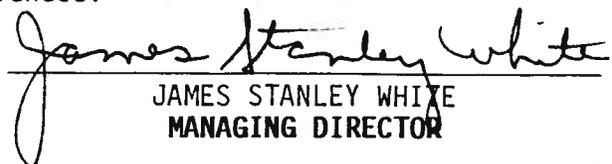
- 4) Smoking is to be defined as the carrying or holding of a lighted pipe, cigar, or cigarette of any kind or any lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar, or cigarette of any kind.

Employee violations are to be treated as disciplinary infractions which dictates that each department should take appropriate steps to include unauthorized smoking in their Disciplinary Code as a punishable offense.

In cases where the offending party is a member of the general public, the employee is to courteously remind him or her of the smoking restriction. Any continuing infraction is to be referred to the next level of supervision. Under no circumstances is the employee to try to enforce the ban either by verbal or physical threats.

- 5) In so far as possible, the preferences of both smokers and non-smokers are to be accomodated. Should an unresolvable dispute arise under the smoking policy, the rights of the non-smoker shall be given precedence. For example, if an employee objects to a co-worker smoking while both are in a City vehicle, then the smoker must refrain from smoking. The same would be true for meeting rooms where the department has allowed smokers to smoke.
- 6) Under no conditions are building expenses to be incurred to provide smoking areas.
- 7) State or City laws that already prohibit smoking for any reason are to remain in effect and be strictly observed.
- 8) Training Division of Central Personnel is in the process of setting up no smoking training sessions for City employees throughout City government. Any department head interested in sending employees to these sessions should contact Mr. Louis Malfara, the Training Director on MU6-8161.

This is a directive that has as its uppermost objective the health and well being of its employees and citizenry. We hope that each employee will show a high degree of courtesy and concern for fellow employees and the general public so that the Executive Order and this directive will have maximum effectiveness.

  
JAMES STANLEY WHITE  
MANAGING DIRECTOR