



City of Dinuba

ADMINISTRATIVE & COMMUNITY SERVICES

DEPARTMENT MANAGER	209 / 591 - 5900
FINANCIAL SERVICES	209 / 591 - 5900
HUMAN RESOURCES	209 / 591 - 5903
FAX	209 / 591 - 5902
COMMUNITY SERVICES	209 / 591 - 5940

November 3, 1995

TO: All Employees

**FROM: Richard J. Haydon
Budget & Employee Relations Manager**

SUBJECT: Smoking in City Facilities

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Back in 1989, a committee made up of representatives of the three employee associations recommended that the City Council adopted a policy prohibiting smoking in city facilities (PLEASE SEE ATTACHED). Over the last few weeks, I have been meeting with representatives of your association to clarify if city vehicles are included in the definition of "city facilities".

To that extent, please be advised that city vehicles are included in the definition of "city facilities" and that smoking is prohibited in city vehicles.

If you need any further clarification to this policy or have any further questions, please call me.

Richard J. Haydon



City of Dinuba

"Rainland U.S.A."

405 EAST EL MONTE WAY
DINUBA, CALIFORNIA 93618

*Lab Code 1/1/95
6404.5.
No smoking in places
employment*

	PHONES
City Hall/Finance	209/591-1203
Personnel	209/591-1621
Purchasing/Recreation	209/591-2345
Building/Planning	209/591-1980
Public Works/Parks	209/591-3725
Fire/Ambulance	209/591-3152
Police	209/591-6130

NO-SMOKING POLICY Policy No. 89-4

NO-SMOKING POLICY WITHIN CITY FACILITIES

The City of Dinuba wishes to provide a safe and healthy environment for employees and the public, therefore, it has adopted a policy of no-smoking within public facilities. This policy was recommended to the City Council by a Committee formed by representatives of the three employee Associations. In addition to the policy recommendation, the Committee requested a covered outside seat area for smokers at each City facility. The City also wishes to comply to the Committee's request as follows:

1. That each City facility provide a covered outside seat area for smokers.
2. That the Department Manager of each facility is responsible for the implementation of the no-smoking policy and should provide "no smoking" signs for the facility.
3. That the Department Manager of each facility is responsible for arranging for an outside covered seat area for smokers.
4. That the City Manager's office is designated to oversee the implementation of this policy and will establish and provide a periodic review procedure to ensure conformity.

October 1989