

4. The City will adhere to the provisions of any ratified collective bargaining agreement pertaining to the use of tobacco products.

IV. RESPONSIBILITY

1. The Chief Human Resources Officer is responsible for providing orientation training on this policy to all new City hires.
2. The officers responsible for the maintenance of each City building or facility shall be responsible for designating appropriate smoking areas outside of the building or facility. The Public Works and Facilities Director will post signs to identify the designated smoking areas.
3. Department Directors/Division Administrators are responsible for ensuring that their employees are familiar with the designated smoking areas.
4. The Chief Human Resources Officer will review this policy annually and recommend changes to the City Administrator.

V. REVIEW

This policy shall be reviewed annually in the month of February. That review shall be reported to the City Administrator for review and approval by February 28.