

**Ames Public Library Policy****Section: Personnel****Subject: Other Policies****Board****Approved: 5/98****Reviewed: 4/01****Revised:****Smoking**

It is the goal of this policy to provide a comfortable, healthful environment for Library employees, as well as for members of the public who visit or use Library buildings and facilities. Effective May 1, 1996, smoking shall be prohibited in all City buildings, facilities and vehicles. Smoking shall be permitted on City property only in open, outdoor areas. The City Manager or his/her designee (in this case, the Library Director) is authorized to determine approved outdoor areas.

Employees shall be permitted to smoke during break periods provided by Library policy; however, employees may not take smoke breaks in addition to such designated rest breaks. Employees may smoke while working out of doors provided that other persons are not subject to second-hand smoke, that productivity is not diminished, and that no fire hazard is present.