



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 478
VERSION: 1

SUBJECT: DISCIPLINE FOR VIOLATION OF SMOKING POLICY

POLICY:

The High Desert Health System (HDHS) has prohibited smoking on all of its properties, in order to mitigate the adverse effects on care, treatment and services.

PURPOSE:

To ensure the implementation of the No Smoking policy on all HDHS properties and monitor compliance with the policy.

PROCEDURE:

Violators of the no-smoking policy shall be treated as follows:

1. The employee will be counseled on the occasion of the first observed violation.
2. Upon subsequent violation, the employee will receive written documentation of the violation including, a warning that continued violation will lead to formal discipline that could include, suspension and possible discharge from County service.
3. An employee discovered in the act of violating the smoking policy, who refuses to comply with an order by supervision to extinguish smoking materials, is subject to the separate charge of insubordination and could warrant a suspension.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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Supersedes:	