

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 209
Approved: April 14, 2005, supersedes prior policy
Subject: SMOKING & CLEAN AIR POLICY

1. **SMOKING:** There will be NO SMOKING inside Allegan County Buildings at any time by employees or the public. All employees and/or public are subject to the terms and provisions of the Allegan County No Smoking Ordinance that became effective January 14, 1992.
2. **ASSISTANCE TO SMOKERS:** Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in stop-smoking programs and resources offered by the Allegan County Health Department.
3. **NOTICE AND POSTING:** The smoking prohibition section of this ordinance shall be posted by the Allegan County Administration Office at all public entrances to all buildings owned or leased by Allegan County. The absence of a posting shall not bar enforcement of this ordinance. Also, prominent signage shall be displayed at all entrances to buildings.
4. **ENFORCEMENT OF POLICY:**
 - 4.1 **Complaints.** All complaints concerning alleged or confirmed violations of this ordinance shall be reported in writing to the County Health Officer with a copy submitted to the County Administrator.
 - 4.2 **Investigation of Complaints.** All complaints received by the Health Officer will be investigated within ten (10) working days of receipt of the written request. The results of the investigation will be in written form filed with all parties concerned in addition to the County Administrator.
 - 4.3 **Violations.** If following investigation, a violation of this ordinance is determined to exist then a written warning will be issued by the investigating officer for a first time offense. A second violation will be subject to a fifty dollar (\$50.00) fine. A third violation will be subject to a two hundred dollar (\$200.00) fine.