

DIVISION OF PARKS AND RECREATION

March 13, 1995

**STAFF DIRECTIVE 95-02**

TO: Division Staff  
Division of Parks and Recreation

FROM: Philip K. McKnelly, Director

SUBJECT: Smoke Free Work Place

The issue of a smoke free work place has been an item of concern to me for some time now. Major health studies have determined that environmental tobacco smoke (ETS) increases the risk of lung cancer in healthy nonsmokers. The Environmental Protection Agency has concluded that ETS is a Class A carcinogen. In the interest of providing a safe and healthy work environment for all division employees, I have decided to designate all office space occupied by the division and all conference rooms as smoke free work places. This policy will go into effect May 1, 1995.

Managers or superintendents responsible for buildings should designate an appropriate area at all work sites where smoking will be permitted.

State employees normally spend nine hours a day at their job site. One hour of that time is usually a lunch break, leaving eight paid work hours a day. While the State Personnel Manual does not contain a policy on work breaks, it has been common practice to allow a break of ten to fifteen minutes in the morning and afternoon. Effective immediately it will be the policy of the division to allow one fifteen minute break in the morning and one fifteen minute break in the afternoon when workload and time permit. Decisions concerning the appropriateness and timing of specific breaks will be made by the supervisor.

If you feel you must smoke and cannot adhere to the length of time between breaks then you must arrange with your supervisor to schedule no more than three (3) five minute breaks in the morning and no more than three (3) five minute breaks in the afternoon. The total break time shall not exceed the fifteen minute time frame for the morning or the afternoon.

If you are interested in breaking the smoking habit, several agencies are available to provide assistance. For information about those agencies and their programs, please contact Paul Hash at 715-4522.

PKM/TRW/cjt