

DIVISION OF PARKS AND RECREATION

November 21, 1994

**STAFF DIRECTIVE 94-15**

TO: Archdale 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 Archdale office space occupied by the division and the conference room as a smoke free work place. This policy will go into effect November 28, 1994.

Division employees who want to smoke while on the job should do so in the northwest stairwell which is vented to the outside or outside the Archdale Building. The department has implemented a policy against smoking in the restrooms.

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