


MEMORANDUM

TO: All City of Dunedin Employees

FROM: Jennifer K. Bramley, ICMA-CM, City Manager 

CC: City Commission
Jorge Quintas, P.E., Deputy City Manager
Theresa Smalling, PhD, SPHR, Director of Human Resources & Risk Management

DATE: May 28, 2025

SUBJECT: Implementation of Non-Smoking Workplace Policy

The City of Dunedin is committed to fostering a healthy and safe work environment for all employees. To support this commitment, the City is implementing a **Non-Smoking Workplace Policy** (attached), effective on June 1, 2025. This policy is designed to promote employee well-being, reduce health risks associated with tobacco use, and ensure a clean and comfortable environment within and around City facilities and vehicles.

Policy Overview

This new policy incorporates the following existing City policies:

1. Tobacco Products & E-Cigarettes in City Facilities, which prohibits the use of tobacco products and E-Cigarettes in any City facility.
2. Tobacco Products in City Vehicles, prohibiting the use of tobacco products while operating or riding in any City owned or leased vehicle or piece of equipment.

We appreciate your cooperation in ensuring the successful implementation of this policy. If you have any questions or need support in tobacco cessation efforts, please contact the Human Resources & Risk Management Department.

Thank you for your commitment to creating a healthier workplace for all.



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The City of Dunedin is committed to assisting employees with meeting the demands of balancing work, family and other personal obligations by offering an alternate work schedule. Therefore, the goal of this policy is to provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment.

Policy Overview

This new policy incorporates the following existing City policies:

1. Tobacco Products& E-Cigarettes in City Facilities, which prohibits the use of tobacco products and E-Cigarettes in any City facility.
2. Tobacco Products in City Vehicles, prohibiting the use of tobacco products while operating or riding in any City owned or leased vehicle or piece of equipment.

Under this new policy:

- City of Dunedin employees are prohibited from using tobacco products, including but not limited to cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, vape devices, and other smokeless tobacco products during city-paid working hours, with the exception of scheduled breaks. This prohibition also applies to City of Dunedin volunteers.
- Employees and volunteers may use tobacco products off City premises or in areas designated for smoking by department directors.
- City premises, for purposes of this policy, include all City-owned or maintained parks, buildings, facilities, surrounding grounds, and indoor and outdoor walkways. This does not include City-owned roadways, rights-of-way, or public sidewalks within the rights-of-way.

Related State or Federal Guidelines:

Florida State Statutes 386.204 Prohibition -- A person may not smoke in an enclosed indoor workplace, except as otherwise provided in s. 386.2045.



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Implementation and Communication Responsibilities

The success of this policy depends on uniform implementation and compliance across all City departments. To ensure effectiveness:

- Department Directors, managers, and supervisors are responsible for implementing this policy in their respective areas and communicating the policy to all employees in their respective work areas, facilities, building, and vehicles.
- All City vehicles, buildings, and designated outdoor areas will have clearly posted "No Smoking" signs. Facilities staff will work with supervisors on installation of signage cohesive with each building.
- Human Resources will formalize the policy, include on the department's website and city job page, and communicate this policy to new employees during orientation.
- Communication: The policy and information regarding resources for smoking cessation programs will be available on the DEN, the City's intranet site.
- Hiring departments will inform prospective employees of this policy before an offer of employment is made.

Compliance

- City of Dunedin employees are encouraged to support each other in maintaining a smoke-free workplace.
- Employees, when off-duty, are considered members of the public and may use tobacco in public areas, except for Fire personnel, who remain subject to the state provisions for Florida Firefighter certification (F.S. 633.34) and Florida's Presumptive Disability Law.
- Any employee caught smoking or using tobacco products in prohibited areas and times will be subject to discipline in accordance with the City's Progressive Discipline Policy.
- Volunteers who continue to smoke in prohibited areas after the first warning may no longer be permitted to volunteer at the City.

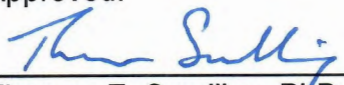


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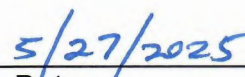
- Citizens, clients, contractors, and visitors to City facilities will be encouraged to voluntarily comply with this policy.

Effective Date of Policy: June 1, 2025

Approved:



Theresa E. Smalling, PhD, SPHR
Director of Human Resources & Risk Management



Date



Jennifer K. Bramley, ICMA-CM
City Manager



Date