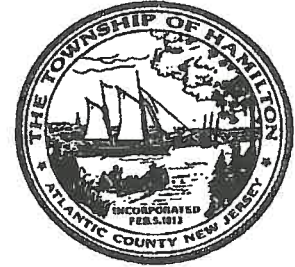


Township of Hamilton
Office of the Administrator



*New Jersey's Largest
Municipality*

MEMORANDUM

FILE COPY

Date: February 24, 2011
To: All Township Employees
From: Mike Jacobs, Township Administrator
Re: Changes to "Smoking Prohibition" Ordinance

On February 7, 2011, Township Committee passed Ordinance #1684-2011, which amended Chapter 225, Article III of the Township Code. In a nutshell, the changes added to the existing ordinance two (2) new areas of Township property where smoking is prohibited. These two areas are:

1. *"Township Hall, 6101 Thirteenth Street, Mays Landing, New Jersey and all adjacent parking lots and ancillary facilities located on the northern side of Thirteenth Street."*
2. *"Frank Grieco Social Services Center, 1309 Route 50, Mays Landing, New Jersey and all adjacent parking lots and ancillary facilities located on the western side of Route 50."*

This ordinance is now in effect and smoking will no longer be permitted on any Township property around Town Hall and the Social Services building. Ash trays near the buildings will be removed immediately.

Employees who wish to smoke must do so on non-Township property. Thank you all for your understanding and cooperation.

MSJ/lh

Cc: Mayor & Township Committee

F. SMOKING POLICY FOR TOWNSHIP EMPLOYEES

PURPOSE: To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish Township policy to regulate the use of smoking materials by Township employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the non-smoker from the harmful effects of smoking materials.

SCOPE: Employees

STATEMENT OF POLICY: The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Township has adopted a smoke-free policy for all buildings. Township facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Township buildings or on Township property where prohibited by Ordinance #1684-2011. This includes Town Hall and the Social Services Center. Smoking inside vehicles owned by the Township and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action. "Smoke" or "smoking" as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, or cigarette.

Smoking will be restricted to any designated areas as established by ordinance.

Signs prohibiting smoking shall be conspicuously posted in every facility and major work area. If an employee is uncertain of the area that is designated as a smoking area, they should ask a supervisor.

Smoke breaks are only to occur during the employee's lunch period or rest break.

PROCEDURE: The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their non-smoking co-workers and non-smokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected department head to see that the policy is applied in an equitable manner and adhered to by all employees.

Complaints of violation of the policy should be directed to the department head responsible for the particular work area or facility involved in the complaint.