



CITY OF KINSTON

Personnel Policy

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| Subject: Smoking Policy Appendix A | Section: General Provisions | | Review Responsibility: Director of Human Resources | | |
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Appendix A

Designation of Smoking Areas

City facilities will be smoke-free with the exception of the following designated smoking areas. These areas are subject to change by the department, but should remain as part of the inside building space whenever possible. Entrance spaces (inside and outside) to main City facilities, such as, Public Service Complex, City Hall, Public Safety, Recreation and Hannibal Annex should be avoided as designated smoking areas.

Designated Smoking Areas

- City Hall: Porch outside behind City Hall
Side door of City Hall facing Independence St
- Public Safety:
- Fire
Station 1: Outside Rear of Station
Station 2: Outside Rear of Station
Station 3: Outside Rear of Station
All smoking areas are posted
- Police
Outside back door that leads to break room
Porch outside behind City Hall
- Public Services:
- Fleet Maintenance
Northeast corner of garage between sink and entry door (door shall be open)
- Shipping Warehouse
Outside South side next to loading dock and entry door
- Complex
Just inside the first bay door when entering the warehouse from the main administrative offices near Ice Machine (door shall be open)
Outside North entrance near Large Training Room
- Kitchen
South side across from Communications fan must be operating and smokers must be inside the kitchen not in the hallway.

All smoking areas are posted
- Recreation:
Posted Sign- Smoke Free Facility

