

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 101-2	REVISED: 2	PAGE <u> 1 </u> OF <u> 1 </u>
	SUBJECT: SMOKING PROHIBITED IN CITY-OWNED BUILDINGS AND CITY OWNED VEHICLES		

1.0 POLICY

City Ordinance 62.26 prohibits smoking in public places. This prohibition does not apply to Holzinger Lodge, Lake Lodge, Valley Oaks Lodge, and other city owned shelters when rented for a private social function, nor shall it apply to city-owned property which is leased or licensed to a private person. Additionally, per the City Manager's directive, smoking is prohibited in city-owned vehicles including heavy and light equipment, trucks, vans and autos.

2.0 ORGANIZATIONS AFFECTED

All City employees.

3.0 PROCEDURE

3.1 Violations

3.1.1 Any employee violating the above policy shall be guilty of a petty misdemeanor and subject to disciplinary action. Non-union personnel policies or union contract agreements shall apply as appropriate.

DEPARTMENT: ADMINISTRATION	SUPERSEDES: 1/4/02	PREPARED BY: JRB	APPROVED BY: JRB	DATE: 4/1/05 REVIEWED: 4/24/2013
--------------------------------------	------------------------------	----------------------------	----------------------------	---