

PERSONNEL POLICY MANUAL

LETA	<i>Beth Courtney</i>	POLICY No. 5
Section:		EFFECTIVE: 2/91
Subject:	Smoking	REVIEW: 4/98
Source:	Executive Director	REVISION: #2
		REVISED: 5/06

POLICY

It is the policy of the Louisiana Educational Television Authority to prohibit smoking by employees and visitors inside the LPB Telecommunications and any buildings which house LPB operations.

PURPOSE

The purpose of this policy is to set forth rules to limit smoking in an effort to fulfill the state's commitment to maintain safe and healthful work places for its employees. This policy also complies with City Ordinance 13349 which prohibits smoking in public buildings, and which state buildings have adopted this policy.

APPLICABILITY

Applies to all buildings which house LPB operations.

DEFINITIONS

Designated Smoking Areas - Areas in which smoking may be permitted. These include:

- Outside of the buildings where smoking receptacles are placed.
- While smoking in designated areas, LPB employees and visitors are responsible for practicing good housekeeping in these by extinguishing all smoking materials in designated containers and proper disposal of trash and the dead remains of cigarettes.

RESPONSIBILITY

It shall be the responsibility of the Executive Director or her designee to hold accountable the department heads for adhering to all aspects of this policy.

The department heads shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents as well as forthcoming revisions.

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

INCENTIVE

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking. As an incentive to encourage employees to stop smoking, any LETA employee who attends an

authorized "Stop Smoking Program," on approval by the Human Resources Director, will be reimbursed the cost of that program after the employee has been smoke free for one year.

VIOLATIONS OF THIS POLICY

It will be the responsibility of each employee to bring to attention of the Executive Director, Deputy Director, Human Resources Director, department head or ombudsman any violation of this policy.

QUESTIONS

Questions regarding this policy should be directed to the Human Resources Director.