



CONNECTICUT DEPARTMENT OF TRANSPORTATION

POLICY STATEMENT

POLICY NO. F&A-16

June 2, 2004

SUBJECT: Smoking Policy for Department of Transportation (DOT) Facilities

In compliance with Public Act 03-45, it is the policy of this Department to prohibit smoking in all interior areas of its buildings.

Department employees and visitors are permitted to smoke at exterior designated locations of Department buildings. At the Newington Administration Building, the designated smoking location will be inside the south bus shelter, which will replace the loading dock as the designated smoking area. Exterior smoking areas at all other Department buildings shall be along the rear or non-public side of the building as designated, in writing, by management at each particular facility. Management is required to make sure that these designated smoking areas are far enough away from building entrance/exit doors so that ingress and egress are not impeded.

Employees who wish to smoke at these designated smoking areas are asked to use the smoking receptacles provided, avoid littering, and keep building doors closed. Employees may use these designated smoking areas before work, after work, and during lunch time or break time. Those employees who are heavy smokers and cannot wait for break time may apply to their supervisors and managers for alternative break times under either one (but not both) of the following two plans:

1. The normal fifteen-minute coffee break may be divided into two equal eight-minute smoking breaks, for a total of four breaks; or
2. Four additional eight-minute smoking breaks can be granted during the workday, i.e., two in the morning and two in the afternoon, in addition to the normal fifteen-minute breaks, for a total of six breaks, but then the employee must make up the extra one-half hour of work either at the beginning or the end of the workday.

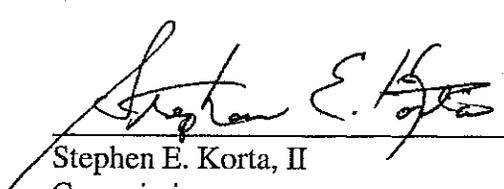
These plans are intended to be operative each workday for those employees who have applied and been approved. The plans are not to be utilized intermittently or on a day-by-day basis.

Any smoker who wishes to quit smoking may call the Department's Training Division at 594-3600. If there is sufficient interest, a "stop smoking" seminar will be scheduled, which in the past has resulted in many employees successfully quitting smoking.

Employees who smoke must take responsibility for their own compliance with this policy, and in adhering to their break times. Failure to do so will result in enforcement by managers and supervisors, and progressive discipline as appropriate.

The help and cooperation of all employees in this effort to maintain a healthy work environment at Department facilities is requested and expected.

(This Policy Statement supersedes and combines Policy Statement No. F&A-16 dated April 15, 1988 and Policy Statement No. F&A-16A dated March 1, 1999)



Stephen E. Korta, II
Commissioner