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Deputy Chief Clerk



Luzerne County

200 North River Street

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COUNTY SOLICITORS

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NEIL T. O'DONNELL, ESQ.

JOSEPH J. PROCIAK, ESQ.

BRIAN A. BUFALINO, ESQ.

COUNTY OF LUZERNE SMOKE FREE ENVIRONMENT POLICY

The County of Luzerne is committed to provide a safe, healthy and smoke free environment for its employees and all visitors to its facilities. In order to attain this objective, effective July 1, 1994, smoking will be prohibited in all facilities owned, operated or leased by Luzerne County. This includes, but is not limited to, all lobby and common areas, offices, lunch areas, conference and meeting rooms, rest rooms, stairwells, hallways, and all outside entrances of the facilities.

This policy applies to all employees, visitors and members of the public utilizing any facility of Luzerne County.

All members of management and supervisors are responsible for enforcing this policy among those employees under their supervision. Every Luzerne County employee has the responsibility to notify visitors to our facilities, of our "smoke free" environment policy. All encounters regarding the enforcement of this policy must utilize tact, diplomacy and courtesy at all times.

As to employees of the County, the failure to comply with our "smoke free" environment policy will result in the following:

1. First Offense – oral warning. The supervisor or member of management who is imposing this warning will make a record of it and forward it to the Personnel Office for inclusion in the individual's personnel file.
2. Second Offense – written warning. The supervisor or member of management imposing the written warning will document the incident, send the original to the employee involved and forward a copy to the Personnel Office for inclusion in the individual's personnel file.
3. Third Offense – second written warning. The supervisor or member of management imposing the written warning will follow the same procedure as for a "second offense".
4. Fourth Offense – Employee will receive a one (1) day suspension.
5. Fifth Offense – Employee will receive a three (3) day suspension.
6. Sixth Offense – Employee will be discharged.