

WEST HARTFORD PUBLIC LIBRARY SMOKING POLICY

Town Policy and Intent

It is the policy of the Town of West Hartford to respect the preferences of both the nonsmoker and the smoker in town buildings and facilities. When these preferences conflict, every attempt shall be made to find a reasonable accommodation. However, it is the intent of this policy that when such accommodation is not possible, the non-smoking preference shall prevail.

This policy is designed to be in accordance with the Connecticut Clean Indoor Act (CGS 1-2b), and Connecticut General Statute 31-40q.

Library Policy

In accordance with Town Policy and because of the impracticality of protecting our non-smoking customers, (especially children) and non-smoking staff from the effects of smoking in our buildings, smoking is prohibited in all interior areas of the buildings of the West Hartford Public Library.

Prohibited Areas

All interior areas of the library buildings, including entrances, hallways, restroom facilities, lobbies, public areas, work areas, mechanical rooms, etc.

Complaint Procedure

Employees are encouraged to discuss any concerns or suggestions with their immediate supervisor and/or the Director of Library Services. Such individuals shall endeavor to find a reasonable accommodation in accordance with this policy.

Complaints by employees which are not satisfactorily resolved within the employee's division or with the Director of Library Services may be forwarded to the Department of Employee Services. A representative from Employee Services shall meet with the employee and the Director of Library Services for the purpose of understanding the problem and resolving such complaint.

Enforcement Responsibility

It shall be the responsibility of all library supervisors to enforce this policy through proper notification to employees and persons seen in violation of this policy.

It shall be the responsibility of all employees to abide by this policy and to report violations of the policy.

Effective September 1, 1992

Approved by the West Hartford Library Board – September 15, 1992

