

RESOLUTION 2010-013

**A RESOLUTION AMENDING AND ADOPTING THE PERSONNEL MANUAL,
EFFECTIVE JANUARY 1, 2011**

WHEREAS, Section 105.270 of the Code of the City of Paola, Kansas provides for the preparation, revision, and amendment of a Personnel Manual; and,

WHEREAS, the City Manager has submitted a proposed and revised Personnel Manual to the Governing Body as follows:

Section 2.2 of the Personnel Manual is hereby amended to read as follows:

2.2 Smoke-Free Workplace. In order to maintain a safe and comfortable working environment protecting employees from effects of secondary smoke, and to ensure compliance with applicable laws, smoking in all City facilities and other designated areas is prohibited.

Smoking on City property is discouraged but allowed within state law guidelines. Such law allows for smoking in outdoor areas of any building or facility beyond a 10 foot radius outside any doorway, open window or air intake into any building or facility where smoking is prohibited.

All tobacco use is prohibited in all City-owned or leased vehicles.

NOW THEREFORE BE IT RESOLVED by the governing Body of the City of Paola, Kansas that said proposed Personnel Manual be hereby adopted as the official policy of the City of Paola, Kansas effective on January 1, 2011.

BE IT FURTHER RESOLVED that this Personnel Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 14th day of December, 2010.

Artie Stuteville, Mayor

[Seal]

ATTEST:

Daniel G. Droste, City Clerk