INDIANA
WORKFORCE
DEVELOPMENT

**TO:** State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana

**FROM:** Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Dale Wengler
Deputy Commissioner
Policy & Field Operations

**DATE:** April 4, 2008

**SUBJECT:** DWD Policy 2007-29
Smoke-Free WorkOne Centers and Express Sites

**Purpose**

Requires Workforce Investment Boards and Regional Workforce Boards to create smoke-free policies for WorkOne centers and Express sites.

**Rescission**

DWD Policy 2005-22

**Content**

On January 1, 2006, the Indiana Department of Administration, custodian of state buildings and grounds under Indiana Code 4-20.5-6-5, declared that all parts of the buildings and grounds of the Indiana Government Center Campus in Indianapolis be designated smoke-free.

Indiana's Workforce Investment Boards and Regional Workforce Boards are federally funded and operate government funded programs. As such, the Indiana Department of Workforce Development is extending the smoking restrictions to the WorkOne centers and Express sites throughout the state of Indiana.

Effective July 1, 2006, Workforce Investment Boards and Regional Workforce Boards must establish smoke-free policies for the WorkOne centers and WorkOne Express sites in their jurisdiction. The policy shall address:

- The prohibition of all smoking and tobacco products in each of their owned or leased WorkOne centers and WorkOne Express sites. This prohibition will cover the entire property which includes the owned and leased buildings and grounds.

- The posting of non-smoking signs and posting of the smoke-free policy.

The Indiana Department of Workforce Development requests that all employees and visitors voluntarily comply with this smoke-free policy and help maintain a clean, safe and healthy business environment for the public at its WorkOne centers and WorkOne Express sites.

**Effective Date**

April 4, 2008

**Review Date**

October 1, 2010

**Ownership**

Policy & Field Operations

**Action**

Effective immediately, Workforce Investment Boards and Regional Workforce Boards must establish policies requiring WorkOne centers and Express sites to be smoke-free facilities, post non-smoking signs and their policy and distribute the policy to the staff.

**Contact Person**

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