

County of Gloucester  
Human Resources Manual

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| <b>CHAPTER:</b> | <b>9 – GENERAL RULES AND REGULATIONS</b> | <b>ADOPTED: 3/7/06</b>  |
| <b>SECTION:</b> | <b>4 – WORKSPACES AND WORKPLACES</b>     | <b>REVISED: 5/22/24</b> |

The County seeks to provide a pleasant working environment for its employees. Below are a few guidelines that pertain to employee workspaces and workplaces.

### **Bulletin Boards**

Bulletin boards reserved for specific purposes are maintained in each department for the information of employees and the general public. The bulletin boards are for official notices regarding policies, procedures, meetings and special events. Only authorized personnel may post, remove or alter any notice.

### **Housekeeping**

The County of Gloucester provides regular custodial services for keeping buildings and offices clean. Any concerns about these services should be directed to the Buildings and Grounds Department via the appropriate department channels.

It is the responsibility of all employees to ensure that individual offices, desks or work areas are maintained in a neat, orderly and professional manner.

Space limitations and safety considerations require Department Heads/designees to ensure that all common areas under their jurisdiction are free of unnecessary or non-work related items.

### **Personal Property**

Decorations should be of a nature consistent with acceptable standards of good taste and are subject to supervisory approval.

Employees should assume storage areas are not private, including such places as desks, work stations, cabinets and lockers. These areas are the property of the County and are provided to employees for their convenience. At no time does the County relinquish its control of these areas.

For the safety and well-being of employees and the citizens entrusted with our care, the County reserves the right to inspect these areas from time to time, with or without cause.

Furthermore, the County will make every attempt to assure a secure building. However, because the public has access to the general office area and at times the private offices, the County assumes no responsibility for employees' personal property beyond maintenance of a reasonably secure building.

## **Radios**

Employees are permitted, subject to Department Head/designee approval, to listen to radios at their individual work stations. At all times, radio volume and music selection, must be of a nature which is not disruptive to other employees.

## **Smoking and Chewing Tobacco**

The NJ Smoke-Free Air Act (NJSA 26:3D-55 et seq.) shall govern. Smoking will not be permitted in areas where it would be unsafe, would create recognized hazards, or in public areas or areas where people gather. This includes such areas as county buildings, public and employee entry ways, reception areas, conference and training rooms, auditoriums, rest rooms, medical facilities, stairways and elevators.

Smoking of any kind (cigarette, cigar, pipe, electronic smoking devices, etc.) is only permitted by any person (visitor, employee, contractor, etc.) in outdoor areas designated by signs. No smoking is permitted in any other areas. No smoking is permitted in County owned vehicles.

In other work areas, department heads will determine outdoor smoking locations by balancing the needs and desires of employees. Every effort will be made to accommodate both smoking and non-smoking employees, but if this is not possible, resolution will favor the non-smoker.

Employees who are dissatisfied with smoking policies shall attempt to resolve matters through their immediate supervisor, department head, or Human Resources in that order. If resolution cannot be achieved, the employee may proceed with established grievance procedures.

Chewing tobacco is not permitted at work stations or in county buildings. Employees who choose to chew tobacco are prohibited from spitting tobacco onto county grounds. In other words, the chewing tobacco should be disposed of in a receptacle of some sort.

Employees are not permitted take “extra” breaks in order to smoke or chew tobacco. Please refer to HR 7.4, Hours of Work, for additional details about rest and meal periods.

## **Open Flames**

The presence or use of candles, incense burners, or other open flame devices is prohibited in all County buildings. The success of this policy is dependent upon obtaining and maintaining the cooperation of all staff. Each department head is responsible for monitoring compliance with this policy.

## **Other Fire Hazards**

Employees may have small refrigerators and coffee pots at their stations as long as the appliance is plugged into the wall outlet directly and as long as the electrical system is capable of handling the demands being placed on it, subject to the Gloucester County Fire Marshal's approval. These appliances should not be plugged into extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring (International Fire Code NJ 2006, 605.5).

Microwaves and toaster ovens should be limited to the lunch rooms.

Space heaters can create a dangerous condition that is liable to cause or contribute to the spread of fire. Therefore, for the protection of county employees, portable kerosene heaters and/or heaters with certain electric elements are strictly prohibited. Only space heaters approved by the Fire Marshal are permitted in county buildings. Furthermore, the placement of the heaters is also approved by the Fire Marshal.

All appliances should be UL or FM approved for their intended use and subject to inspection by the Fire Marshal. Any appliance that does not pass an inspection must be removed from the building. In addition, the department and/or building at large will be evaluated periodically to ensure the electrical systems are sufficient to carry the load being placed on it and any concerns of overloading will be addressed, which may include removal of certain appliances from workspaces.

## **Carbon Monoxide**

This policy is regarding the installation of carbon monoxide detection in all county buildings under the New Jersey State Uniform Fire Code. Provisions for the installation of carbon monoxide detectors became effective on September 3, 2017.

Carbon Monoxide (CO) is an odorless, colorless and tasteless gas that is deadly. It is a by-product of combustion. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present. Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to that of the flu, which may include headache, nausea, fatigue and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

A supervisor or authorized representative shall investigate any and all reports of possible carbon monoxide incidents reported or occurring in all county buildings. If CO is suspected immediately call 911.

Should the alarm sound, don't ignore it, it is intended to go off before you are experiencing symptoms. GET FRESH AIR IMMEDIATELY! LEAVE THE BUILDING!

If anyone is experiencing symptoms of CO exposure, NOTIFY YOUR SUPERVISOR AND DIAL 911. Tell the dispatcher you suspect CO poisoning. Be prepared to answer the following questions for the 911 dispatcher:

- Do your symptoms occur only in the building? Do they disappear or decrease when you leave the building and reappear when you return?
- Is anyone else in your building complaining of similar symptoms? Did everyone's symptoms appear about the same time?