

City of Lawrence
Administrative Policy

SUBJECT Use of personal heating devices		APPLIES TO All City Employees	
EFFECTIVE DATE December 1, 2016	REVISED DATE		
APPROVED BY City Manager	TOTAL PAGES 2		POLICY NUMBER

1.0 Purpose

The purpose of the policy is to provide a safe and sustainable working environment for all employees.

2.0 Policy

The use of personal heating devices is prohibited.

Employees are encouraged to dress appropriately and within established City and department dress codes for their personal temperature tolerance.

During this heating season (Winter 2016/2017), employees will be permitted to use their own funds to purchase and use one (1) high efficiency heater that uses no more than 200 watts. The heating season is when air conditioning is not being used.

After this heating season, employees may apply for an exemption to the policy if they are able to demonstrate need. The attached request form will need to be completed by the employee, signed by the respective department head and submitted to the City Manager's Office for final approval.

Exceptions to this Policy may be authorized by the City Manager for extenuating circumstances. Page 2 of this policy is a request form employees must complete to request an exemption to this policy. The exemption must be granted prior to the use of a personal heating device next heating season (Winter 2017/2018).

Please note: No exemption form needs to be filled out for this heating season (Winter 2016/2017) as long as the device meets the guidelines within this policy.

Personal Heating Device Request Form

Please complete this form to request the use of a personal heating device, send to your department head, who will sign it and submit it to the City Manager's Office for final approval. Approvals of these devices will be based on need.

Employee Name

Building Location

Department

Division

Please explain why you are requesting a personal heating device:

Employee Signature:

Date:

Department Head Recommendation:

Date:

City Manager Approval:

Date: