



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-4

Effective Date: 11/04/1991

Revision Date: 05/18/2011

C. Dulubey
County Administrator

SUBJECT: **TOBACCO USE IN THE COUNTY WORKPLACE**

DEPARTMENT RESPONSIBLE: Office of the County Administrator

I. **STATEMENT**

This procedure applies to regulating tobacco use within Pima County Government work sites and public buildings. Pima County desires to help ensure a healthy, comfortable and productive work environment for employees by reducing their exposure to environmental tobacco smoke ensuring smoke free access to buildings and limiting the introduction of carcinogens into the workplace ventilation system. The Surgeon General's 1986 Report, *The Health Consequences of Involuntary Smoking*, concluded that involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The separation of smokers and nonsmokers within the same space does not eliminate the exposure of nonsmokers to environmental tobacco smoke.

II. **DEFINITION**

Building means any structure, including garages and stairwells, occupied by Pima County employees and volunteers for the purpose of performing the duties and functions of Pima County Government.

III. **GENERAL PROCEDURES**

- A. Tobacco use is prohibited, and "No Smoking" signs shall be posted throughout all buildings. The only exception to the prohibition of tobacco use is when the use occurs in an outdoor designated smoking area.
 - 1. Designated smoking areas will be clearly marked and furnished with cigarette receptacles by Facilities Management.
- B. Tobacco use is prohibited in all County vehicles, including rental cars used for County business.
- C. All County employees will adhere to work breaks established by an appointing authority or designee. Smoke breaks will not exceed the number or duration of work breaks accorded other employees.

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- D. Where practical and where it does not place a smoker in close proximity to another business' property or area of control, County employees who use tobacco:
1. will not smoke within 25 feet of entrances, windows and vents to any buildings; and
 2. when present at a work site other than buildings, to include outdoor work sites, shall not smoke within 25 feet of nonsmoking County employees
 3. will not smoke within 25 feet of any worksite walkway, break area, path, patio or parking area.
- E. No employee shall be subject to disciplinary action for bringing to the attention of any department head, appointing authority, or designee, violations of the tobacco use policy. If the violator is under the responsibility of that appointing authority, then the appointing authority must resolve the situation. If not, the appointing authority must contact the violator's appointing authority.
- F. Employees who violate the provisions contained herein shall be subject to disciplinary action. Department heads, appointing authorities, or designees who do not enforce the tobacco use policy shall be subject to disciplinary action.
- G. County volunteers shall adhere to this policy.
- H. Employees who wish to stop smoking or using smokeless tobacco products are encouraged to contact their health care provider or the Benefits staff in Human Resources.

IV. APPEAL PROCESS

Formal appeal and grievance procedures are set forth in the Merit System Rules.

Legal reference: Pima County Ordinance, Chapter 2.12
Pima County Code, Section 8.50