

Board of County Commissioners

Escambia County, Florida

Title: Escambia County Employee's Tobacco-Free Workplace Policy; II, D6
Date Adopted: August 21, 2008
Effective Date: October 1, 2008
Reference: Resolution R2008-148
Policy Superseded: Escambia County No-Smoking Policy, adopted 02/22/94

A. Purpose:

Tobacco addiction is among the leading causes of morbidity and mortality in the United States. For example, cigarette use in the United States results in an estimated 440,000 deaths annually. The list of tobacco-induced illnesses is long and includes heart disease, stroke, and many forms of lung disease and vascular disease. Tobacco use additionally causes an estimated 30.0% of cancers.

Escambia County is committed to promoting health, wellness, and disease prevention, and to providing a safe, clean, and healthy environment for employees and visitors. Escambia County is adopting this policy to provide a tobacco-free work environment. Escambia County is dedicated to developing, implementing, and offering intervention strategies, treatment resources, and programs that will assist its employees to reduce and eliminate their dependence on tobacco products.

B. Definitions:

County facility – any enclosed space that is operated, owned, leased, or rented by Escambia County, including buildings, portions of buildings, equipment, machinery, and motor vehicles that are operated, owned, leased, or rented by Escambia County.

Designated tobacco use area – an area within or adjacent to a County facility where the County Administrator, or his or her designee, has authorized tobacco use.

Tobacco – any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, or any other smoking product, including any smokeless tobacco product such as spit tobacco, dip, chew, or snuff, in any form.

Tobacco use – the consumption, ignition, inhalation, or other use of tobacco in any manner; however, mere possession without additional use shall not constitute tobacco use under this policy.

C. Policy:

1. Tobacco use is prohibited within County facilities unless the use takes place in a designated tobacco use area.

2. This policy applies to all employees, officers, and contractors. However, this policy shall not apply to any inmates incarcerated in a County facility.
3. If a tobacco use area has not been designated for a County facility, tobacco use shall only be permitted no less than fifty (50) feet from any entrance to the County facility.
4. The County Administrator may direct any County bureau chief, director, supervisor, or manager to develop and implement strategies to reduce the number of breaks taken by employees solely for the purpose of tobacco use.
5. Employees may only use tobacco during a regularly scheduled break or a meal break.
6. Tobacco receptacles shall be placed as needed and County employees shall be informed of the location of tobacco receptacles.
7. Signs shall be prominently and visibly posted at the entrance to each County building that advise employees and visitors of this policy.
8. Anyone using tobacco in a designated tobacco use area is required to keep the designated tobacco use area litter-free.
9. Tobacco products may not be sold or dispensed on County property, including County facilities, parks, or any other physical property owned by the County.
10. A Bureau Chief or other hiring individual shall inform employment candidates of the tobacco-free workplace policy during the application process. Human Resources shall inform new employees of the tobacco-free workplace policy during employee orientation. However, any failure to inform a candidate or employee of the tobacco-free workplace policy shall not be deemed a waiver of the employee's obligation to follow the tobacco-free workplace policy.
11. The enforcement of the tobacco-free workplace policy is the responsibility of all County employees. Employees are required to exercise common courtesy and to respect the needs and sensitivities of co-workers and visitors with respect to the application and enforcement of the policy.

D. Violations:

1. A violation of the tobacco-free workplace policy shall constitute grounds for discipline under the County's progressive disciplinary policy.
2. County employees who observe a violation of the tobacco-free workplace policy by another employee should notify the Bureau Chief or supervisor with authority over the County facility where the violation occurs.
3. Any other complaints regarding tobacco use in County facilities should be directed to the Bureau Chief or supervisor with authority over the County facility where the violation occurs.

E. Tobacco-Use Cessation Programs:

The County shall provide resource information on tobacco-use cessation programs to employees who request it. If possible, these materials may be available in display areas. Employees may contact Human Resources regarding the availability of tobacco-use cessation programs.