



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Tobacco-free Workplace
Creation Date: August 15, 2011
Revision Date: January 22, 2014
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: Tobacco-free Workplace Policy

I. Policy:

The City of El Paso is committed to providing an environment that does not encourage or facilitate initiation or continued use of tobacco. Tobacco use damages personal health and has the potential for decreasing productivity and professional appearance.

The purpose of this policy is to (1) improve and protect the public's and City of El Paso employees' health by eliminating the use of tobacco products on or in City property; (2) acknowledge the right of nonsmokers to breathe smoke-free air; and (3) portray an image of professionalism and respect that is consistent with the City's Code of Conduct and purpose of this policy.

In addition to the El Paso City Code, which prohibits smoking in enclosed public places, places of employment, and all enclosed facilities owned by the City, the City of El Paso has found, for the protection, health, well-being and respect of City employees and others who may be on or in City property, that the use of tobacco products shall be prohibited in all enclosed City properties and in all City owned or leased vehicles. Additionally, the use of any tobacco product by a City employee shall be prohibited, irrespective of location, while the employee is interacting with a member of the public as part of his or her job responsibilities or duties.

Employees who wish to use tobacco products may do so out of doors during their regular lunch and work breaks, in designated tobacco areas away from entrances.

II. Definitions:

- A. "City employee" includes all regular and part-time classified and unclassified employees of the City of El Paso; all contract employees, temporary employees and student interns; as well as all contractors and their employees working on or in City property.
- B. "City property" means, but is not limited to, any buildings, facilities, structures or grounds owned, leased or controlled by the City of El Paso, including but not limited to municipal service centers, landfills, buildings, and recreation facilities; as well as City owned or leased vehicles and equipment.

- C. "Enclosed area" means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, "office landscaping" or similar structures.
- D. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant or combustible substance in any manner or in any form. Smoking also means inhaling or exhaling of any type of vapor released by electronic cigarettes (vaping).
- E. "Tobacco" includes, but is not limited to, cigars, cigarettes, electronic cigarettes ("e-cigarettes"), loose tobacco that is smoked through paper, pipes and hookahs, and smokeless tobacco products that are chewed, dipped, or sniffed.

III. Procedure:

A. Prohibited Activities.

- 1. Smoking and the use of all tobacco products are prohibited in and on all enclosed City properties.
- 2. Smoking and the use of all tobacco products are prohibited in and on City owned or leased vehicles or equipment.
- 3. Tobacco use in any form is prohibited, irrespective of location, while the employee is interacting face-to-face with any member of the public as part of his or her job responsibilities or duties.
- 4. Employees who smoke may not take additional breaks to do so.

B. Exceptions

- 1. Smoking and tobacco use is prohibited as set forth herein, except in areas on City property that are designated as smoking/tobacco areas.

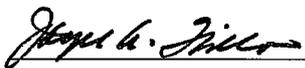
C. Responsibilities

- 1. All supervisory personnel are responsible for implementing and enforcing this policy.
- 2. Supervisors of employees at each covered work location are responsible for informing employees of this policy and enforcing its provisions.
- 3. City employees are responsible for complying with this policy.

D. Enforcement

A violation of the City's smoking ordinances or this policy shall be grounds for disciplinary action in the same manner as a violation of other rules and policies of employment.

APPROVED BY:


Joyce Wilson, City Manager

2/3/14
Date