

# CITY OF FLAGSTAFF

## City Employee Directives

No. 4-057

**Title:** SMOKE-FREE/TOBACCO-FREE AIR WORKPLACE POLICY

**Effective:** 11/20/98                      **Revision:** 03/28/2019

**Contact:** Office of Human Resources (213-2090)

### 1. **PURPOSE**

The intent of this policy is to support Flagstaff City Code, Title 7, *Health and Sanitation*, Chapter 7-05 “Smoke-free/Tobacco-free Air” and clarify expectations for City of Flagstaff employees. The City has adopted a no tolerance philosophy regarding all forms of tobacco use. The restrictions on tobacco products protect the health and comfort of all employees in the workplace and in public places.

### 2. **DEFINITIONS**

- a) City Property includes all enclosed facilities within places of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities.
- b) Tobacco Products include any form of tobacco including cigarettes, pipes, cigars, chewing tobacco, and electronic cigarettes, etc.

### 3. **PROVISIONS**

- a) General Prohibition. Pursuant to Flagstaff City Code Section 7-05-001-0004, tobacco use is prohibited within all places of employment.
- b) Prohibition on City Property. Tobacco use is prohibited on City property, to include (indoor and outdoor) work areas and buildings. Tobacco use is also prohibited in all City owned vehicles, including heavy equipment. Smoking will be prohibited within a reasonable distance outside an opening to an enclosed area where smoking is prohibited. Such reasonable distance shall be a distance sufficient to ensure that persons entering or leaving the building shall not be subjected to breathing tobacco smoke.

- c) Tobacco Use. Tobacco use may be permitted during employee breaks and lunch periods only. Tobacco use will not be allowed during work time in any City facility, work area, vehicle, or heavy equipment.
- d) Disposal of Tobacco Products. Employees will assume responsibility for disposing of their tobacco waste products in the appropriate receptacle.
- e) Wellness Programs. Employees who wish to cease using tobacco products may utilize any of the City's cessation programs offered through the City's health insurance, Employee Assistance Program, or the American Cancer Society.

**4. COMPLAINT PROCESS**

Enforcement of this policy shall be in accordance with Flagstaff City Code. In addition:

- a) An employee may file a written or oral complaint regarding any violation of this policy with his/her immediate supervisor.
- b) The supervisor, in conjunction with the department head, must take action to resolve the situation within 10 working days of the submission of the complaint. If a resolution cannot be reached, a written appeal may be submitted to the Human Resources Division for review and determination.
- c) In the event that the determination by Human Resources is not satisfactory, the employee may appeal to the City Manager for a final decision.

**5. ADMINISTERING THE POLICY**

- a) Supervisors will discuss the issue of tobacco use breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.
- b) Violations of this policy will be treated like any performance problem and will be handled through progressive discipline.

By: Barbara Goodrich, City Manager

Dated on 4/2/2019