CITY OF REDDING
Personnel Policies and Procedures Manual

Section: Miscellaneous
Subject: Tobacco Use Policy
Personnel Director: Sue DeMaagd Date: 8/18/15
City Manager: Date: 8/19/15
City Council Resolution No. (if applicable): N/A Effective Date: 3/17/03

Purpose

The City of Redding is dedicated to protecting the health, safety, and general welfare of all City employees from unhealthful conditions. The goal can be achieved through concerted efforts to protect non-tobacco users, to support tobacco users who wish to quit and to help all employees adjust to restrictions on tobacco use. Research findings indicate that smoking and the breathing of secondhand smoke constitute a significant health hazard. Further, with certain exceptions, state law and County of Shasta Ordinance 2014-06 prohibits smoking inside public buildings and at places of employment. The purpose of this Policy, is to reduce the effects or other hazards caused by smoking. Nicotine is a highly addictive neurotoxin which is also a component of the emissions from electronic smoking devices and involuntarily exposes non-users. This policy will establish guidelines for the designation of smoking and non-smoking areas and tobacco use in facilities and vehicles owned, leased and operated by the City of Redding.

Definitions

Smoke or smoking shall mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco, chemical substance or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic and/or battery-operated smoking device which creates an aerosol or vapor, in any manner or in any form which can be used to deliver an inhaled dose of nicotine or other substance to the user.

Policy

Smoking is prohibited inside all enclosed facilities without exception. This includes, but is not limited to:

1. All common work areas/offices, including lobbies and waiting rooms, auditoriums, classrooms and lecture rooms, conference and meeting rooms, private offices, elevators, hallways, employee lounges and eating areas, hallways and stairwells, restrooms and locker rooms, garages and shops, and all other enclosed areas.

2. In outdoor common work areas where non-smoking employees are exposed to unwanted

second-hand smoke.

3. Within 20 feet of a main exit, entrance, or operable window of any public city-owned building.

4. In city-owned automobiles, trucks or other moving vehicles, or vehicles rented/leased by the City of Redding.

Tobacco Cessation Programs

All City employees who use tobacco are encouraged to stop using tobacco products. Enrollment in and completion of a tobacco cessation program is included in the group health plan for covered employees. If employees have questions about this benefit, please contact Blue Shield of California at 1-800- 642-6155.

No-Smoking Signs

Appropriate signs shall be posted in public areas and at building entrances to indicate that the City facility is non-smoking.

Compliance

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing this policy as a smoke-free workplace. Employees who do not comply with this policy shall be subject to disciplinary action.

Employees are encouraged, whenever appropriate, to politely inform fellow employee(s) that the facility/area is designated as a tobacco-free workplace. In the event of non-compliance, the issue should be referred to the appropriate supervisor.

Supervisors shall be responsible for the proper implementation and compliance of employees under their supervision with this policy. An employee or supervisor may submit compliance problems which are not resolved at the department level to the Personnel Director.

The Personnel Department shall give a copy of this policy to each newly appointed employee and to any prospective employee who so requests.

Non-Retaliation

No person shall discharge, refuse to hire, discipline, or retaliate against any employee or applicant for employment because such employee or applicant claims or exercises any right to a tobacco-free work environment.