

## **SECTION 2: Employment and Compensation**

### **XXIX. Tobacco Use**

- A. This directive applies to all employees of the city, including volunteer, seasonal, contractor, temporary, full time or part time.
- B. The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco (dip/chew), and any electronic nicotine delivery devices such as electronic cigarettes and vapor cigarettes.
- C. The term "city operated facilities and buildings" includes all buildings, parking lots, grounds, sidewalks or other areas surrounding the worksite.
- D. The term "city vehicles and motorized equipment" includes all city-owned and operated automobiles, motorcycles, mobile equipment, including but not limited to tractors, riding lawnmowers, backhoes, etc.
- E. The use of all tobacco products is prohibited in/around any city operated facility and/or buildings or when performing job duties or operating city vehicles and/or motorized equipment.
- F. Use of tobacco products are not allowed around or within a hazardous range of flammable liquids or highly volatile substances.
- G. Managers of their respective departments/divisions are responsible for seeing that employees in their areas comply with this policy. Employees who are in violation of this policy may have disciplinary action taken against them up to and including termination.
- H. Employees will have a six-month grace period following publication of this policy manual to end use of tobacco products.