	<p>City of Albany Administrative Policy Employee Relations Policy #: HR-ER-10-002 Title: Tobacco-Free Workplace</p>	<p>Human Resources</p>
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Purpose Recognizing the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, the City adopts this policy to comply with ORS 433.835 through 433.875, Oregon Indoor Clean Air Act, and to emphasize its commitment to the health, welfare, and safety of our employees and their families. We are equally committed to ensuring that all workforce members portray an image that is consistent with this policy.

Policy This policy covers the smoking of any tobacco product and the use of oral tobacco products, and it applies to employees, interns, contractors, and temporary employees and volunteers working on behalf of City business.

The use of tobacco products is prohibited at all times in City buildings and facilities, City vehicles, personal vehicles in use for City business, and other areas designated as non-smoking areas. Smoking and use of tobacco products by employees is prohibited while employees are on the job or otherwise engaged in City business.


Smoking and tobacco usage is permitted in designated smoking areas only. Violation of this policy is subject to discipline based on the standards set forth in collective bargaining agreements, Human Resources policies, or other applicable laws and/or policies.

This policy does not apply when an employee is on an approved rest break, scheduled meal break or non-work hours as long as the employee is not in a City building or vehicle. No additional breaks or rest periods will be granted to employees who use tobacco products.

The City is committed to providing support to all employees who wish to stop using tobacco products and ensuring to the extent possible that employees have access to a variety of resources and assistance including the City’s EAP program and Tobacco Cessation programs through the City’s health insurance plans.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone shares in the responsibility for respectfully adhering to the policy and helping to enforce the policy.

Definitions For the purposes of this policy, tobacco is defined as any type of tobacco product including but not limited to: cigarettes, cigars, pipes, electronic or e-cigarettes, vaporizers, hookahs, smokeless tobacco such as chewing tobacco (snuff, dip, twist, spit, etc.), dissolvable tobacco, and products that contain a mixture of tobacco and other products such as clove cigarettes and Shisha.

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References ORS 433.835 through 433.875

Review and Authorization

Supersedes: HR-ER-10-01, 11/1/2004	Created/Amended by/date: DS; 12/4/2013	Effective Date: 01/01/2014
HR Director:	City Manager:	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes