

Policy

V

TOBACCO-FREE WORKPLACE

NUMBER: 2011-01

I. Purpose.

The purpose of this policy is to provide a healthy and productive work environment and to promote the health and wellbeing of District employees.

II. Definitions.

- A. District vehicle – A vehicle owned, leased, or rented by the District, including, without limitation, any of the following: automobiles, vans, trucks, sport utility vehicles, commercial motor vehicles, vessels (motorized and non-motorized), electric or gas powered carts, special use vehicles or equipment designed to be used off paved roads or improved dirt roads, tracked vehicles, all-terrain vehicles, and construction equipment.
- B. District workplace – Any of the physical structures and associated grounds owned or leased by the District at any of the following locations: the District’s Palatka Headquarters, the Altamonte Springs Service Center, the Jacksonville Service Center, the Palm Bay Service Center, the Alachua County Field Station, the Apopka Field Station, the Bayard Field Station, the Little Big Econ Field Station, the Lake George Field Station, or the Sunnyhill Field Station. District workplaces include parking lots, doorways, and walkways.
- C. Tobacco use – The personal use of any tobacco product, whether intended to be lit or not, which shall include: smoking and the use of cigarettes, herbal cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, chewing tobacco, snuff, and any device or method designed to deliver tobacco. The personal use of nicotine patches, gum, or lozenges is not considered tobacco use.

IV. Tobacco Use Prohibited.

- A. Prohibition at District Workplaces
Tobacco use is prohibited at all times at District workplaces.
- B. Prohibition in District Vehicles

Tobacco use is prohibited at all times in all District vehicles, including those vehicles with open cabins or seats.

C. Prohibition During Work Hours

District employees are prohibited from using tobacco during work hours regardless of physical location. This prohibition extends to paid breaks and time spent traveling in a private vehicle in connection with District business. This prohibition does not extend to unpaid breaks, such as a lunch break, or paid leave, if the employee spends the time away from a District workplace. Work hours shall mean any time for which the employee is receiving compensation, with the exception of paid leave, paid District holidays, and paid on-call time. However, if an employee is called into work, he or she is prohibited from using tobacco during the time he or she is working.

V. Notification.

All District employees and applicants for District employment shall be provided with notice of this policy. Additionally, the District shall post signage at District workplaces providing notice of this policy.

VI. Enforcement.

A. Employee Obligations

An employee who believes he or she observed a violation of this policy by another employee shall report the violation to any supervisor.

B. Supervisor Obligations

1. Supervisors are responsible for ensuring that employees under their direction are aware of and comply with this policy.
2. Supervisors are required to follow the reporting procedures set forth below when they either directly observe a violation of this policy or receive a report of a possible violation. A supervisor who fails to comply with these procedures shall be considered to be violation of District policy and may be subject to disciplinary action.
3. When a supervisor directly observes a violation or receives a report of possible violation by an employee who is not within his or her chain of command, the supervisor shall notify any supervisor in the chain of command of the employee who may have violated this policy.
4. When a supervisor directly observes a violation or receives a report of a possible violation by an employee who is within his or her chain of command, the supervisor shall take appropriate action as stated below.

- a. The first time an employee is directly observed violating this policy or is reported to have violated this policy, the employee's direct supervisor shall meet with the employee and inform the employee of the requirements of this policy. The supervisor shall send an e-mail documenting the meeting to the employee's division director and copying the supervisor's chain of command.
- b. If the same employee is subsequently directly observed violating this policy or is reported to have violated the policy, the employee's supervisor shall send an e-mail documenting the reported violation to the employee's division director and copying the supervisor's chain of command. The division director shall then notify the Office of Human Resources by sending an e-mail to the following address:
tobaccofree@sjrwmd.com.

C. Disciplinary Action

The District will follow the disciplinary action procedures as outlined in District Policy 80-10, Disciplinary Action.

History—New 07/01/11 ED