

COUNTY OF WASHINGTON Pennsylvania	Tobacco Use Policy	PAGE: 1 OF 3
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POLICY/SCOPE

The policy of the County is to prohibit the use of tobacco and tobacco substitute products including, but not limited to cigarettes, e-cigarettes, cigars, pipes, and chewing, dissolvable and smokeless tobacco by any person within any County owned, leased, or rented building or structures.

PURPOSE

It is the intention of the County to regulate tobacco use within all areas as indicated by this policy, and prohibits the use of any tobacco or tobacco substitute products within any County facility and to promote a safe and healthy environment for all persons.

PROCEDURES

Prohibited Tobacco Use

Tobacco use is prohibited by anyone anywhere within County owned, leased or rented buildings or structural facilities; including County vehicles. The County has designated smoking areas outside of their buildings which are described below.

Designated Smoking Areas

Smoking of and use of tobacco and tobacco substitute products shall be permitted within specifically established "open air" areas connected to or in close proximity with each of the major County facilities. The designated smoking areas established for the major County facilities are:

- Courthouse/Family Court Building – designated smoking area outside of the Courthouse/Family Court Building.
- Courthouse Square Building –
 - The picnic table area located on the West corner plaza area of the Courthouse Square Building under the second floor overhang.
 - The roofed and open-sided gazebo structure located on the front of the building by the stairs leading to W. Beau St.
 - Parking Garage Level "C" **only** in the area immediately adjacent to the Emergency/911 Services.
- Correctional Facility – the loading dock area located on the South side of the Correctional Facility.
- Health Center - a roofed and open-sided gazebo structure located at the rear entrance of the facility and when accompanying residents, the smoking pavilion located outside of the front ambulance entrance.

Employees and others utilizing the designated smoking areas are expected to respect the physical areas and to properly dispose of their tobacco products and all other materials in the proper containers. Each designated smoking area will have adequate trash and cigarette disposal containers provided.

County Vehicle

Tobacco use is prohibited by any County employee, elected official, or any other person within any County owned, leased, or rented vehicle.

Smoking Breaks

Hourly Employees

Hourly employees who are afforded two scheduled fifteen minute work-breaks during the workday will utilize such work-breaks to accommodate their smoking choices within the designated smoking areas. Employees may also use the designated smoking areas during their meal period or before or after work hours.

Salaried and Other Employees

Salaried and any other employees who do not have scheduled work-breaks during the workday and who take a smoke break, are requested to limit their smoking breaks within the designated smoking areas to no more than two fifteen minute breaks per day. Employees may also use the designated smoking areas during their meal period or before or after working hours.

As with all work-break periods, employees are to have proper authorization to leave the work area and are also expected to strictly observe the work-break and meal-break time periods.

Responsibility

Employees, Elected Officials, Contractors, and Visitors

Adherence to the policy cited above is the responsibility of all County employees, and Elected Official. Failure to comply with this policy will result in discipline, up to and including termination. Contractors and visitors are also prohibited from using tobacco products unless in a designated area as outlined in this policy. Whether the property is owned, leased or rented they may be asked to leave the premises if they violate this policy.

Management

This policy will be enforced through administrative action by supervisors and department heads. In general, supervisors and department heads are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct noncompliance.

Any supervisor/department head who observes violations of this policy should report these violations to the supervisor/department head of the employee in question. Once

the employee's supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate disciplinary action. Supervisors/Department Heads should consult with Human Resources for advice on the appropriate discipline.

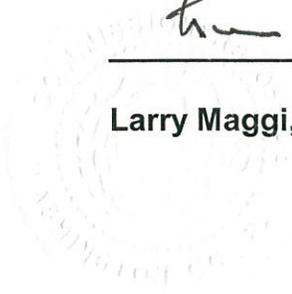
INTERPRETATION and CONTROL

The Human Resources Department is responsible for the overall interpretation and administration of this policy.

The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

ADOPTED this 21st day of May, 2015, per minute.
Ratified: Minute #993 Dated 5/21/15

COUNTY OF WASHINGTON



Larry Maggi
Larry Maggi, Commissioner

Diana Irey Vaughan
Diana Irey Vaughan, Commissioner

Co-Chairmen

Harlan Shober
Harlan Shober, Commissioner

ATTEST:

Approved as to Form and Legality:

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Chief Clerk

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Solicitor

Kathleen M. Bali
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