

# **CITY OF SAINT PAUL**

## **Policy Statement**

**September 10, 1992**

**Revised May 4, 2015**

### **I. Policy Procedure - Tobacco Smoking**

#### **A. Basic Policy Statement**

1. The City of Saint Paul has a right and duty to provide a safe and healthy work environment for each employee. Because smoking and secondhand smoke adversely affect employees, policy procedures have been developed to guide managers and employees in a smoke-free work environment.

#### **B. General Procedures**

1. Effective November 1, 1992, the smoking of any tobacco product will be prohibited in all buildings and offices owned, occupied, or maintained by the City of Saint Paul. In addition, effective April 1, 1993, the smoking of any tobacco product will be prohibited in all vehicles owned by the City of Saint Paul.
2. Use of electronic devices which simulate smoking are also prohibited. This includes, but is not limited to electronic or “e” devices such as e-cigarettes, e-cigars, e-pipes. Electronic devices are prohibited regardless of whether they provide vapor of liquid nicotine, lobelia, and/or other substances or state regulated tobacco products. Non-electronic devices which simulate smoking are also prohibited.

#### **C. Accountability**

1. Managers and supervisors are accountable for effectively administering policy procedures and standard disciplinary action.
2. The Risk and Employee Benefit Management Division will provide assistance with arranging smoking cessation classes, stress management training and educational materials for employees.

#### **D. Locations and Employees Affected: all offices/sites all employees**