Wadena County
Tobacco Use Policy

I. Purpose
The purpose of this tobacco use policy is to provide a healthier working environment for Wadena County employees and citizens.

II. Source of Authority
Minnesota Clean Air Act, House file #79, Chapter 221, Laws, 1975, Enacted August 1, 1975, and Minnesota Statutes §144.411 to 144.417 regarding smoking in public places.

III. Expanded Scope
1. There will be no smoking within ten feet of entrance doorways to any county owned building.
2. There will be appropriate signage placed to indicate the no smoking areas, as well as areas designated for smoking.
3. Employees shall not smoke on the same side of the building where the main public entrances are located.
4. Employees shall not smoke in county owned vehicles, except those exempted by statute; or personal vehicles used for work purposes when more than one user present. Users include employees and members of the public.
5. Smoking by employees is not permitted except in designated outside areas that insure that second hand smoke does not enter through entrances, windows, ventilation systems or other means, and only during regular break times and meal times as outlined in the Wadena County Personnel Policy and in current Labor Agreements.
6. Employees who smoke will use consideration to minimize exposure to second hand smoke for other persons entering the building.
7. Employees shall not use chewing tobacco at any public or multi-person meetings or public hearings.
8. Items III. 1-6, shall also apply to individuals or employees of agencies contracting space in county owned buildings.
9. Copies of this policy shall be distributed to all employees and review of this policy shall occur with newly hired employees during orientation.
10. This policy shall be placed in the personnel policy as Article 1.04.
11. Information on smoking cessation programs is available through Public Health.

IV. Enforcement
1. Enforcement of the policy within county buildings, designated no smoking areas around entrance doorways, and multi-user vehicles is delegated to the individual department heads, both elected and appointed.
2. Members of the general public who smoke in an area where smoking is prohibited shall be informed of the policy and asked to refrain; and if they do not comply, they may be asked to leave. If the person refuses to leave, a person in charge shall handle the situation consistent with lawful methods.
3. Employee violations of this policy will be addressed through existing discipline procedures.

Adopted: 4-21-11

Attest:

Charleen "Char" West Date
Wadena County Auditor/Treasurer

By:

Rodney Bounds Date
Wadena County Board of Commissioners

Approved as to form and execution:

5.26.11

Kyra Ladd Date
Wadena County Attorney