



Town of Chapel Hill, NC

Personnel Policy

Policy Number: PP 8-3

Effective Date: March 15, 2014

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Approved By:

Roger L. Stancil, Town Manager

## Smoking Prohibitions for Town Facilities, Town Vehicles and Town Grounds

### I. POLICY

Smoking is prohibited in all Town facilities, Town vehicles and on Town grounds consistent with the Smoking Prohibition Rule adopted by the Orange County Board of Health on October 24, 2012 (see <http://orangecountync.gov/health/smoke-freepublicplaces.asp>). Smoking is also prohibited on any Town of Chapel Hill or Orange County sidewalk. The use of electronic cigarettes is prohibited in all enclosed Town facilities and Town vehicles.

*Smoke-free Restaurants and Bars Law (N.C. Gen Stat. 130A-498)*

### II. PURPOSE

In accordance with the Town value of Safety, the purpose of this policy is to maintain a safe and healthy working environment by addressing issues related to smoking in the workplace.

*Orange County, NC, Board of Health Rule (October 24, 2012)*



**Safety:** We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

### III. PROCEDURE

- A. **Violations of the Policy:** Repeated violations of the policy on smoking may be considered in performance evaluation and may subject the employee to disciplinary action.

### IV. FORMS/ INSTRUCTIONS

## V. ADDITIONAL CONTACTS

Human Resource Development  
(919) 968-2700

Wellness @ Work Tobacco Free Employee Program  
(919) 968-2796

## VI. DEFINITIONS

- A. **Smoking:** The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.
- B. **Town Grounds:** An unenclosed area owned, leased or occupied by the Town of Chapel Hill, NC.
- C. **Town Vehicle:** A vehicle owned, leased, or otherwise controlled by the Town Chapel Hill, NC.
- D. **Sidewalk:** Any sidewalk that is owned, leased, or occupied by the County or Towns, including those maintained or controlled by the County and Towns and those that abut the County, Town and public school grounds.
- E. **Electronic Cigarette:** An electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery-powered device which simulates tobacco smoking.

## VII. RESPONSIBILITIES

## VIII. APPENDICIES

## IX. FAQ

## X. SCOPE

As of January 1, 2014 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices covering the same subject.

## XI. RELATED INFORMATION

Tobacco cessation programs are offered through the Town's Wellness@work program. More information can be found at [www.chapelhillwellnessatwork.org](http://www.chapelhillwellnessatwork.org).

Additional information is available by calling the NC Tobacco Use Quitline at 1-800-QUITLINE (1-800-784-8669) or Smoke-Free Orange County Help Line at 919-245-2480.

## XII. POLICY HISTORY

- Adopted April, 1989
- Reissued November, 2000
- Revised March 14, 2014

