



SMOKING AND TOBACCO USE HIRING POLICY

Smoking and Tobacco Use Policy
~~December 2013~~ February 2017



CITY OF TURLOCK HIRING POLICY RELATED TO SMOKING AND TOBACCO USE

Purpose

The purpose of this Policy is to establish a City-wide hiring policy related to smoking and tobacco use.

Intent

The City has an interest in promoting a productive, efficient, and healthy workforce and work environment. In addition, the City has an interest in implementing employment policies that seek to achieve those goals. The City has limited financial resources and it has been determined that those that smoke and/or use tobacco products cost employers approximately \$6,200.00 per year more than those that don't.

Based upon the foregoing, the City has determined that effective January 1, 2014; its hiring policy shall disqualify all smokers and/or tobacco product users, including vapor related products and electronic cigarettes, from eligibility for employment.

Policy

All employees hired after January 1, 2014, as a condition of employment, shall not smoke and/or use any tobacco related products including vapor and/or electronic cigarettes. Employees hired after January 1, 2014, will be required to sign a "No Smoking and Tobacco Use Agreement". As a condition of continued employment, all employees hired after January 1, 2014; shall remain a non- smoker and/or non-tobacco user, including vapor related products and electronic cigarettes, whether on duty or off duty. Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

Employees hired prior to December 31, 2013 are permitted to use tobacco related products in a manner that is consistent with restrictions placed on the use of tobacco by State law, City policies and/or applicable Memorandum of Understanding. This does not apply to employees hired prior to December 31, 2013 that signed a no smoking/tobacco use acknowledgement form.

The use of any tobacco, vapor related product and/or electronic cigarettes on any city property, including vehicles, is strictly prohibited.

**CITY OF TURLOCK
NO SMOKING AND TOBACCO USE AGREEMENT**

POLICY

All employees hired after January 1, 2014, as a condition of employment, shall not smoke and/or use any tobacco products. As a condition of continued employment, all employees hired after January 1, 2014; shall remain a non-smoker and/or non-tobacco user, including any vapor related products and electronic cigarettes, whether on duty or off duty. Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

AGREEMENT

I, _____, state the following:
(Employee's name)

I was hired after January 1, 2014. I affirm that I do not smoke and/or use tobacco products. As a condition of continued employment, I agree that I shall remain a non-smoker and/or non-tobacco user, whether on or off duty, during the course of my employment with the City of Turlock. This shall include any vapor related products and electronic cigarettes.

I further understand and agree that smoking and/or any use of tobacco, including vapor related products and electronic cigarettes, shall be grounds for disciplinary action up to and including termination of my employment with the City of Turlock.

I have read, understand, and agree to comply with the terms of this Agreement and the City's hiring policy regarding smoking and/or tobacco use.

Employee: _____ Date: _____
Print Name

Employee: _____ Date: _____
Signature

Witness Signature: _____ Date: _____