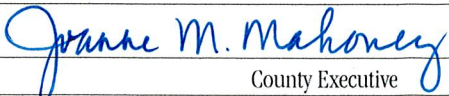


<h1 style="margin: 0;">Onondaga County Directive</h1>	ADMINISTRATIVE DIRECTIVE MANUAL	
	SUBJECT: SMOKING POLICY	
	SUPERSEDES: Executive Order 1-2007	PAGE: 210.00
	SIGNED:  County Executive	DATE: 9.21.16

The purpose of this policy is to provide for and promote the health, safety, and welfare for all Onondaga County employees and visitors. Benefits may include reducing exposure to secondhand smoke, preventing smoke from entering buildings, reducing maintenance costs, reducing employee health care costs and absenteeism, and increasing employee productivity.

In this policy “tobacco use” includes the use of any “tobacco product” (any product containing tobacco in any form) or “unapproved nicotine delivery product” (any product that contains or delivers nicotine intended or expected for human consumption, that has not been approved or otherwise certified for sale by the United States Food and Drug Administration (FDA) as a tobacco use cessation product).

This includes but is not limited to cigarettes, cigars, pipes, smokeless tobacco, and e-cigarettes.

1. Tobacco use is hereby prohibited at all times on all property owned, rented, or leased by Onondaga County, including, but not limited to:
 - grounds
 - adjacent sidewalks
 - parking lots and parking garages
 - buildings
 - all entrances and exits
 - Onondaga County vehicles, whether or not those vehicles are on Onondaga County property

This policy applies to all persons on Onondaga County property, regardless of their purpose for being there.

2. State and local law prohibits smoking inside all County government buildings and offices, and prohibits smoking in all county vehicles.
3. Department Heads shall post a copy of this Administrative Directive in a prominent location within their departments, and shall make written copies available upon request. Copies of this policy shall be distributed to future employees and to current employees upon request. This Administrative Directive shall be posted on the County’s website.
4. Visitors will be informed of this policy through signs posted in all Onondaga County facilities and vehicles. Hosts shall explain this policy to visitors.
5. Every supervisor has the responsibility to inform any employee who is using tobacco in a prohibited area that they are in violation of the tobacco use policy. Names of any employees in violation shall be provided to the respective department head or to the Commissioner of Personnel for follow up with the department head.

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6. Employees who use tobacco where its use is prohibited are in violation of New York State Law, local legislation, and/or County policies and are subject to appropriate disciplinary procedures. The following work rules apply:
- Tobacco use is prohibited (Work rule #9)
 - Failure not to follow job instructions, directions or policies (Work rule #25)
 - Unauthorized extension of rest breaks or lunch periods (Work rule #5)
- Employees who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods, and be off Onondaga County property.
7. Onondaga County shall not discharge, refuse to hire, or in any manner retaliate against an employee, applicant, or customer who exercises any rights afforded by this policy, or anyone who reports or attempts to enforce a violation of this policy.
8. Compliance with this policy is mandatory, and any policy violations by employees will be subject to the standard disciplinary actions of Onondaga County. Any disputes involving the policy should be handled through Onondaga County's established procedures for resolving other work-related problems. If the problem persists, an employee may contact the Personnel Department at 315-435-3537.
9. It is County policy to encourage and assist employees to attend smoking/tobacco cessation programs. Information on smoking cessation programs is available from the Onondaga County Wellness Program. Employees who are thinking about quitting smoking are further encouraged to contact the New York State Smokers' Quitline by calling 1-866-NY-QUITS (1-866-697-8487).

This Administrative Directive is effective September 21, 2016 and replaces Executive Order No. 1-2007 dated January 17, 2007.



COUNTY OF ONONDAGA
OFFICE OF THE COUNTY EXECUTIVE

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EDWARD KOCHIAN
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COLLEEN A. GUNNIP
RESEARCH & COMMUNICATIONS OFFICER

EXECUTIVE ORDER

No.: 1-2007

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The purpose of this policy is to protect the health of Onondaga County employees and visitors by reducing exposure to second hand smoke at all County-owned buildings and garages, to prevent smoke from entering the buildings, and to reduce maintenance costs.

1. Smoking is hereby prohibited both inside and outside the entrances to all County-owned buildings and garages
 - Within 25 feet of any building entrance or any outside stairwell leading to the building or garage,
 - Anywhere underneath the Civic Center overhangs on Madison and Montgomery Streets,
 - Anywhere in the outdoor courtyard area off the third floor of the Civic CenterFor the Civic Center/County Office Building complex, a designated sheltered outdoor smoking area is available on the corner of State and Madison Streets for persons who choose to smoke.
2. State and local law prohibits smoking inside all County government buildings and offices, and prohibits smoking in county vehicles occupied by more than one person unless all occupants of the vehicle otherwise agree.
3. Department Heads shall post a copy of this Executive Order in a prominent location, and shall make written copies available upon request.
4. Every supervisor has the responsibility to inform any employee who is smoking in any area where smoking is prohibited that the individual is in violation of the smoking restrictions. Names of any employees in violation shall be provided to the respective department head or to the Commissioner of Personnel for follow up with the department head.



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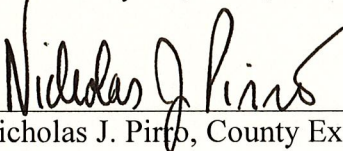
Subject: SMOKING POLICY

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5. Employees who smoke in non-smoking areas are in violation of New York State Law, local legislation, and/or County policies and are subject to appropriate disciplinary procedures. The following work rules apply:
 - Smoking in officially prohibited areas (Work rule # 9)
 - Failure to follow job instructions, directions or policies (Work rule #25)
 - Unauthorized extension of rest breaks or lunch periods (Work rule # 5)

6. It is County policy to encourage and assist employees to attend smoking cessation programs. Information is available from the Onondaga County Health Department or the Onondaga County Wellness Program of the Personnel Department.

This Executive Order is effective March 1, 2007. This Executive Order replaces Executive Policy No. 95-3 dated June 27, 1995 and the Health Policy dated May 17, 2003, issued by the Onondaga County Commissioner of Health.



Nicholas J. Pirro, County Executive