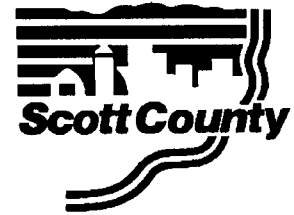


**HUMAN RESOURCES DEPARTMENT**  
600 West Fourth Street  
Davenport, Iowa 52801-1030



Ph: (563) 326-8767 Fax: (563) 328-3285  
www.scottcountyiowa.com

---

Date: June 12, 2008  
To: Board of Supervisors  
From: Mary J. Thee, Human Resources Director/Asst. County Administrator  
Subject: Tobacco-Free Workplace - General Policy 32

Please find attached a revised copy of General Policy 32. The changes to the state law on smoking in public places and the tentative administrative rules necessitate changes to the current policy. Dave Donovan and I have met with County and State staff regarding these changes. We can no longer permit smoking in "huts" or on the surrounding grounds. Therefore, effective July 1 the huts will be locked or removed. All ash trays on the grounds will be removed. Staff have been reminded of the policy: the buildings and county vehicles remain tobacco-free and that the sidewalks, greenspace and parking lots are now to be tobacco-free. We also have reminded staff of the option of participating in a cessation class. Poster's and table tents were designed by the Health Department and placed in the buildings to remind our tenants and visitors of the pending change. The Court Administrator's office intends to add a notice to the juror summons and we have placed a reminder in the Scott County Bar's newsletter. FSS is working on campus and vehicle signage as is required by the administrative rules.

The Conservation Board has adopted a tobacco-free policy with the exception of the course of play at Glynn's Creek and the campsites as is permitted by the administrative rules.

Cc: Ray Wierson, County Administrator  
Dave Donovan, FSS Director

## 32. TOBACCO-FREE WORKPLACE POLICY

### GENERAL POLICY

It is the policy of Scott County to provide a healthy, comfortable and productive work environment for our employees and the general public that we serve. Therefore, tobacco use is strictly prohibited within all County owned or leased facilities and vehicles. The County supports the conclusion of the United States Surgeon General and the United States Environmental Protection Agency that:

- Second-hand smoke is a cause of disease, including lung cancer for non-smokers
- Second-hand smoke has been classified as a Class A carcinogen.
- The simple separation of smokers and non-smokers within the same air space may reduce the exposure of non-smokers to environmental tobacco smoke.

### SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

When the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### PURPOSE

This policy ensures that County employees have a safe, healthy, environment free from tobacco use. Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of the County to provide a smoke-free environment for all employees and visitors.

**PROVISIONS**

1. This policy applies to all employees, vendors, visitors, and citizens conducting business within County facilities, vehicles or on County property.

Deleted: or

2. Tobacco use is strictly prohibited within all County owned or leased facilities, vehicles and the outdoor area or grounds of County property including but not limited to the sidewalk adjoining the property.

Deleted:

Deleted: and

3. The Conservation Board may enact rules and regulations consistent with state law regarding property under their jurisdiction.

Deleted: Tobacco use is prohibited within 35 feet of any County facility except in designated areas.

4. "Tobacco-Free Facility and Grounds" signs shall be posted at all building entrances, and in all vehicles.

5. Scott County recognizes nicotine dependency as an addiction and a major health problem. Employees needing assistance in dealing with this problem are encouraged to participate in a cessation program. Employees and dependants on the County's health insurance plan who remain tobacco free for 6 months shall be reimbursed up to \$150 for costs associated with cessation classes or medications (prescription or over the counter) to assist in quitting a tobacco dependency. Receipts for these products or proof of attendance in a cessation class shall be presented to the Human Resources Department.

Deleted: 4

Deleted: 3-