

ORDINANCE

RE: Personnel Policy Change regarding 'Vaping' and Smoking

WHEREAS, the County Board has maintained a personnel policy for general guidance of department heads and employees which sets out a baseline set of expectations, unless altered or superseded by union contracts or specific departmental rules; and

WHEREAS, from time to time a change is needed to react to current issues; and

WHEREAS, it is appropriate and important that the Board be aware of and agree with such changes; and,

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermillion County Illinois that the attached changes in the personnel policy regarding 'vaping' and smoking are hereby adopted, made part of the personnel policy, provided however that elected officials may have different rules or regulations more restrictive in nature depending on the nature of the job duties involved, and that the Board further directs that the Human Resources Director shall place this policy appropriately in the Personnel Policy and make such policy known to all departments of the County.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermillion County, Illinois at the May 14, 2019 A.D. Session.

DATED this 14th day of May 2019 A.D.

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Chairman, Vermillion County Board

ATTEST:

Clerk of the County Board

19-0507

E-Cigarettes and Smoking Prohibited

Vermilion County prohibits use of e-cigarettes ("vaping") in Vermilion County's buildings, in Vermilion County's vehicles or while performing job duties on behalf of Vermilion County. This policy applies whether the e-cigarette contains nicotine or not. Vermilion County also abides by the Illinois State laws including the Smoke Free Illinois Act and accordingly the smoking of tobacco or any form of smoking as described in the law is prohibited in Vermilion County Buildings or vehicles.

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, e-cigarette (commonly referred to as vaping), cigar, cigarette, hookah, weed, herbs, or any other lighted, or electronic, smoking equipment.

Smoking Areas

Use of e-cigarettes or other forms of smoking is permitted during breaks in the following areas:

- In Vermilion County's parking lot, or any outdoor area which is 15 feet from an entrance to the County building or 15 feet from any entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited to ensure any form of smoke does not thereby enter the building. Each department may designate permitted areas so as to not inconvenience or disturb the public as they enter or exit the building, or otherwise detract from the mission of each department.
- In employee's own vehicle.

E-Cigarette Safety

The liquid nicotine in an e-cigarette is a known dangerous poison and should not be ingested or be in contact with skin. Therefore, no nicotine refill bottles or other nicotine containers are allowed the workplace. Do not dispose of nicotine in Vermilion County's trash receptacles.

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your manager, your supervisor, or the elected or appointed official over your department.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the Human Resources Department or in the absence of the Human Resource's Director, then the County Risk Manager.

Personnel Policy – County Board

APPROVED BY Finance Personnel:

Steve Fourez Y N A
Committee Chairperson

Wesley Bieritz Y N A

Robert Boyd Y N A

Breannah Haton Y N A

Becky Stark Y N A

Bruce Stark Y N A

Adam Hart Y N A