

 Metro | *Policies and procedures*

Subject Smoking
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

The use of tobacco and nicotine products is prohibited during work time and on Metro premises except in designated outdoor areas.

Applicable to

All employees, interns, and volunteers.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of the collective bargaining agreement will prevail.

Definitions

Metro premises: All property owned, leased, managed or controlled by Metro, including parking areas, outdoor grounds, and temporary worksites.

Guidelines

1. The use of tobacco and nicotine products is prohibited on work time, in all Metro buildings and vehicles, and on Metro premises except in designated outdoor areas. Prohibited uses include:
 - a. smoking (cigarettes, pipes, cigars or other devices);
 - b. chewing tobacco or using snuff; and
 - c. using electronic cigarettes (e-cigarettes) or other devices that produce vapor instead of smoke.
2. Exceptions:
 - a. It is permissible to smoke or use e-cigarettes or vaporizers in designated outdoor areas during non-work time only. Metro does not guarantee that a designated smoking area will be provided on Metro premises. Employees must comply with applicable state and local regulations when smoking on breaks and/or on Metro premises.

- b. Nicotine patches and similar products to aid in quitting smoking are permitted if there is no odor or other disruptive impact on the workplace. Nicotine gum is permitted or restricted consistent with any applicable rules for regular chewing gum.

Responsibilities

Employees/interns/volunteers:

- Refrain from smoking or using tobacco or nicotine products except in designated areas during non-work time.

References

ORS 433.835 - 433.990

Metro Code § 2.02.090

Metro Council Res. No. 11-4262A