

Section Name: Buildings and Property  
Section Number: 700  
Policy Number: 705

Effective Date: December 16, 1986  
Date of Revision: October 19, 2021

Subject: Smoke and Vape Free Workplace

Overview:

To protect and enhance indoor air quality and contribute to the health and well-being of all employee and visitors the County of Monroe shall be entirely smoke and vape free.

Purpose:

The purpose of this policy is to provide a smoke and vape free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.

Scope:

This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.

Statement of Policy:

- A. Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.
- B. Smoking and vaping is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.
- C. Signs designating the building as “Smoke Free” shall be posted at all entrances and in all County Buildings and Vehicles.
- D. Smoking and vaping in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.

Definitions:

- A. Smoking: Smoking refers to the use of traditional tobacco products.
- B. Vaping: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Policy Compliance:

- A. Responsibility.
  - 1. Employee: Shall be responsible to follow the policy as outlined.
  - 2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.
  - 3. Maintenance Staff: Shall be responsible to ensure signs have been posted in compliance with this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County, dated March 23, 1999 and October 19, 2021.