

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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Tobacco-Free Workplace Procedure

OVERVIEW: This procedure outlines restrictions to tobacco use by all Alachua County Board employees in an attempt to create a safe, clean and healthy environment.

SCOPE: This procedure applies to all persons employed by the Board while on duty in or near any building or facility rented, owned or leased by Alachua County, or in a County vehicle.

PROVISIONS:

1. Designated Areas and Signage

- a. Tobacco use (includes tobacco and nicotine products like; cigarettes, vaping, e-cigarettes, dipping, smokeless tobacco, or the like) is prohibited in all Alachua County buildings, facilities and vehicles.
- b. Smoking is prohibited in or near all Alachua County buildings except in designated smoking areas (which will be no less than 50 feet from any building entrance).
- c. If a smoking area has not been designated at a County building or facility, smoking shall be limited to at least 50 feet from any entrance to the County building.
- d. Signs shall be prominently and visibly posted at each entrance to each County building or facility informing employees of this procedure.

2. Violations - Employees who violate this procedure may be subject to corrective action.

3. Florida's Clean Indoor Air Act

Florida Statute 386.201 prohibits smoking inside all buildings with limited exceptions. This prohibition applies to the public and employees. Alachua County Ordinance No. 2013-17 prohibits the use of e-cigarettes and vaping wherever smoking is prohibited.