



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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**CHAPTER: Employee Conduct and Relations**

**SUBJECT: Tobacco Free Workplace**

**POLICY NUMBER: 3.380**

**PAGES: 2**

**APPROVAL DATE: November 11, 1996**

**REVISION DATE: August 9, 2016**

**APPROVED BY: Common Council**

**DEPARTMENTS OF PRIMARY RESPONSIBILITY: All Employees**

**SPECIAL NOTES: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**POLICY**

The City of Marshfield is committed to providing a safe and healthy workplace and promoting the health and wellbeing of its employees. As required by the City of Marshfield Municipal Code on Public Nuisance, Smoking Prohibited, Section 11.11 (Ordinance No. 1335) this policy will apply to all employees of the City of Marshfield and includes all City buildings, City-owned vehicles and equipment as non-smoking or tobacco use areas.

Tobacco products include: cigars, cigarettes, smokeless tobacco, snuff, chewing tobacco, pipe tobacco, roll-your-own tobacco, as well as electronic delivery devices such as e-cigarettes, e-cigars, e-pipes, e-hookah, or vape pens, or similar products under any other product name or descriptor.

The tobacco-free workplace requirement applies to all persons, whether employees, visitors, members of the public, or any other person who would enter, work in, ride in, or visit any City Department building or vehicle.

**DISCIPLINARY PROCEDURES**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

## **RESOLVING COMPLAINTS OF SMOKING OR USE OF TOBACCO PRODUCTS:**

Complaints regarding the application of the policy to the workplace should be brought to the attention of Human Resources or the Department/Division Head for resolution. Complaints should be submitted in writing and identify specific concerns. Complaints will be investigated and resolved jointly by Human Resources and the Department/Division Head. No employee shall suffer any form of retaliation for raising a complaint regarding tobacco use or this policy.

## **FIRE FIGHTERS HIRED AFTER MARCH 1, 1999**

Effective as of March 1, 1999, Fire Fighter applicants will sign a "No Tobacco Use" condition of employment agreeing to the following condition of employment: From my date of hire, I will not smoke, chew or use any tobacco products(s) on or off duty during my duration of employment with the City; and further, if I do smoke, chew or use any tobacco product(s) at any time while employed with the City of Marshfield Fire and Rescue Department, I will be subject to dismissal for cause.