

SMOKING AND TOBACCO USE POLICY

**State Of Iowa
Smoking and Tobacco Use Policy
For
Executive Branch Employees
Issued: June 27, 2008 – Revised July 9, 2008**

NOTIFICATION AND EFFECTIVE DATE

All Executive Branch employees (herein “employees”) are required to read this Smoking and Tobacco Use Policy, and will be expected to sign an Acknowledgement indicating that the Policy was read and fully understood by the employee. All employees are required to abide by the standards set forth in this policy. Individual departmental policies may differ, because some departments are exempted from statutory provision. However, individual department policies must also be read and signed by the employee. This revised Policy is effective July 1, 2008.

GENERAL STATEMENT OF POLICY

The purpose of this policy is to facilitate compliance with Iowa’s Smokefree Air Act, which was enacted to improve the health of Iowans by reducing their level of exposure to environmental tobacco smoke, and to remind Executive Branch employees of existing administrative rules governing the use of tobacco related products. The administrative rules addressing this policy can be found at 641 Iowa Administrative Code 153 and 11 Iowa Administrative Code 100.3.

STANDARDS

PROHIBITED ACTIVITIES PURSUANT TO THE SMOKEFREE AIR ACT and IDPH

ADMINISTRATIVE RULES:

1. Smoking is prohibited within the confines of all State operated/owned facilities.
2. Smoking is prohibited within the confines of all State operated/owned vehicles.
3. Smoking is prohibited on the grounds of any public building including the Capitol Complex grounds. Grounds is defined as an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk immediately adjacent to the building; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; or any other outdoor area as designated by the person having custody or control of the public building.
4. Smoking is not allowed in any existing huts or any enclosed areas formerly used as smoking areas.

PROHIBITED ACTIVITIES PURSUANT TO DAS ADMINISTRATIVE RULES ADDRESSING USE OF TOBACCO PRODUCTS:

1. Use of tobacco products is prohibited in all space in capitol complex buildings controlled by the Executive Branch including tunnels and enclosures.
2. Use of tobacco products is prohibited on the grounds of the capitol complex.

STATE/LEASED PROPERTY OUTSIDE CAPITOL COMPLEX

For state property outside the capitol complex and for offices leased by the State of Iowa, the above will apply unless otherwise noticed by the employing department.

AUTHORIZED ACTIVITIES

The use of tobacco products will be authorized within the confines of enclosed privately-owned motor vehicles which are located on the Capitol Complex.

VIOLATIONS

Violations of this policy may result in disciplinary action.

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EMPLOYEE ASSISTANCE

The State of Iowa recognizes that employees may need assistance in stopping the use of tobacco products. The State offers the following information for assistance in the transition process:

SMOKING CESSATION PROGRAM – The State of Iowa offers smoking cessation program services available to employees only. These services may be obtained by calling 877-252-8411.

EMPLOYEE ASSISTANCE PROGRAM – The Employee Assistance Program (EAP) is a confidential program available to all employees and their families. The EAP may be contacted at 244-6090 or 1-800-EAP-IOWA (327-4692).

IOWA SMOKE FREE AIR WEBSITE –Iowa Department of Public Health’s website, www.IowaSmokefreeAir.gov is a good resource regarding the smoking ban legislation, including information about smoking cessation programs. Quitline Iowa provides free smoking cessation services to all Iowans. The Quitline will work with you to set up a quit plan and help you with coaching after you quit. You may also qualify for a free, 2-week course of nicotine patches or gum. Call 1-800-QUIT-NOW (1-800-784-8669) or visit www.quitlineiowa.org for more information.