

**WILLIAMSON COUNTY TOBACCO- FREE WORK PLACE POLICY FOR ALL
WILLIAMSON COUNTY EMPLOYEES**

Williamson County adopts the following TOBACCO-FREE WORK PLACE POLICY in conjunction with its 1994 Wellness Program.

Purpose

Williamson County acknowledges that there are studies by the Surgeon General of the United States, the National Academy of Sciences, and other health organizations which link passive exposure to tobacco smoke, referred to as secondhand smoke, to a variety of negative health conditions. Williamson County also recognizes that tobacco use is one of the most preventable causes of life-threatening diseases; therefore it is Williamson County's responsibility to establish a tobacco-free work environment for our employees.

The objective of this policy is to develop a tobacco-free work place for all employees to perform their job duties and to protect the health and welfare of those employees.

Policy

A. Williamson County adopts this policy prohibiting smoking or use of any Tobacco Product on Williamson County Premises, as defined below.

B. Employees who violate this policy, including employees of elected officials are subject to appropriate disciplinary action. The disciplinary actions for employees of the Williamson County Commissioners Court shall be as follows:

- a. A written formal warning for the first and second violations;
- b. On the third violation, the employee can either be suspended for (5) five work days with no pay or can be terminated.

C. This policy applies to all Williamson County employees, regardless of position and includes all temporary and part-time employees.

D. This policy shall become effective as of October 1, 2010. Employees who are employed as of the effective date will be notified of changes in this policy. Employees will also be informed of Williamson County's Tobacco Cessation Programs, when available. All future applicants for employment by Williamson County will also be notified of the Tobacco Use Policy and the possible availability of smoking cessation classes.

Definitions

A. Williamson County Premises: Except for premises that are otherwise specifically excluded herein below, Williamson County Premises shall mean and include all Williamson County Offices; all buildings leased or owned by Williamson County; the

attached protective coverings, the entrances, exits or other parts of such buildings; interior spaces of Williamson County owned or rented vehicles; and all exterior properties owned or leased by Williamson County, including the grounds, parking lots and garages that are situated on Williamson County property.

B. Williamson County Offices: Any enclosed area which employees normally frequent during the course of employment, including but not limited to work areas, employee lounges, employee restrooms, conference rooms, and private offices.

C. Tobacco Use: Tobacco Use shall mean and include the lighting, holding, carrying of, inhaling and exhaling of the smoke of a tobacco product, which includes but is not limited to the carrying or holding of a lighted pipe, cigar or cigarette or any other lighted smoking equipment or device. Tobacco Use shall also mean the oral use of any type of Tobacco Product.

D. Tobacco Product: The product derived from the dried leaves of any one of the various species of Nicotine, including but not limited to the species Nicotine Tabacum, the broad leafed American plant, which is utilized for smoking, dipping and/or chewing.

Reservation of Rights

Williamson County reserves the right to interpret, suspend, cancel or dispute, with or without notice, all or any part of this policy or procedures discussed herein. Employees will be notified before implementation of any change.

Nothing in this policy alters an employee's at-will employment status and shall not constitute or be deemed a contract or promise of employment at any time for any or no reason, without notice, and Williamson County retains the right to terminate any employee at any time, for any reason, with or without notice.

Other Laws and Regulations

The provisions of this policy shall apply in addition to, and shall be subordinate to any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this policy, as imposed by applicable law, shall be deemed to be deleted.

Excluded Premises

The only excluded premises from this policy shall be county roads within Williamson County, sidewalks that are adjacent to public streets or sidewalks that are not owned by Williamson County, parks that are owned, operated and/or managed by Williamson County, the Central Texas Treatment Center located in Granger, Texas and the Williamson County Jail where inmates are housed. The Sheriff and CSCD Director may impose their own restrictions within the confines of only the Williamson County Jail and

the Treatment Center. However, this policy will include and apply to all Williamson County Sheriff and CTTC employees.

Tobacco Use by the Public

Except for premises that are otherwise specifically excluded herein above, smoking or the use of any Tobacco Product by any member of the public shall also be strictly prohibited on Williamson County Premises. Signs will be posted on all Williamson County Premises that explain the policy. This policy will also be posted on Williamson County's website.