



Request for City Council Committee Action from the Human Resources Department

Date: October 14, 2014

To: Executive Committee

Referral to: Committee of the Whole

Subject: *Smoke-Free Environment Policy*

Recommendation: 1) Rescind Council Resolution No. 93R-156 entitled "Calling for a smoke-free environment in all places where City employees work: Indoor building spaces and vehicles" and replace with and approve the Smoke-Free Environment Policy; 2) Receive and file the attached procedures that support the policy; 3) Direct City departments and staff to carry out their roles and responsibilities as defined in the City of Minneapolis Smoke Free Environment procedures; and 4) Direct the Human Resources Department to place the policy and procedures in the Policy Library.

Previous Directives: None

Prepared by: Charles J. Bernardy, HR Manager

Approved by: _____
Patience Ferguson, Chief HR Officer Spencer Cronk, City Coordinator

Presenters in Committee: Charles J. Bernardy

Reviews

City Attorney's Office	The policy and supporting procedures were developed by the Human Resources Department in conjunction with the City Attorney's Office and Health Department.
Department Heads	The proposed policy and procedures were shared and discussed with the City Leadership Team.
City Labor Management Committee	The policy and supporting procedures were presented to the Minneapolis Board of Business Agents. The policy and procedures were also discussed at a Citywide Labor Management Committee.
Policy Review Group (PRG)	Approval: Yes Date: July 22, 2014

History: In 1993 the Minneapolis City Council approved a resolution designating all City-owned facilities, leased space and all City vehicles as smoke free making all smoking prohibited. With the expanding use of electronic cigarettes and changes to State law, a new Smoke-Free Environment Policy is being proposed.

Policy Scope: The proposed policy applies to all employees of the City of Minneapolis, contractors and vendors of the City of Minneapolis, elected officials, members of boards and commissions and other visitors on City property and applies to City-owned, rented or leased buildings and vehicles.

Proposed Policy Statement: It is the policy of the City of Minneapolis to provide a smoke-free environment in City-owned, rented or leased facilities, on all property owned by the City and during the occupancy or operation of City vehicles, equipment or machinery. This policy applies to all employees who work for the City of Minneapolis, contractors and vendors of the City of Minneapolis, elected officials, members of boards and commissions and other visitors on City property.

Designated Smoking Areas: Under the proposed policy, the Facilities, Space and Asset Management Committee is authorized to designate areas on City owned property away from public entrances where smoking and electronic delivery devices are allowed.

Definition of Smoking under the proposed policy and procedures: "Smoking" or "Smoke" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product and includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation. Smoking includes the use of electronic cigarettes or the inhaling or exhaling of vapor from any electronic delivery device as defined in [Minnesota Statute § 609.685, Subdivision 1](#).