



AGENDA ITEM # 7G

**AGENDA ITEM EXECUTIVE SUMMARY
Village Board Meeting
August 26, 2019**

Item Title: **Amendment to Roselle Personnel Policy Manual**

Staff Contact: **Jason Bielawski, Assistant Village Administrator**

VILLAGE BOARD ACTION

Adopt a resolution amending the Village of Roselle Personnel Policy Manual to include a new section titled “Tobacco-Free Workplace”.

Executive Summary:

With the new “Tobacco 21” state law becoming effective on July 1, 2019, staff reviewed various Village employment policies and determined the lack of a Village-wide policy that clearly identified prohibitions on the use of tobacco and other nicotine-based products in the workplace. The current prohibitions, while not specifically written into Village policy, are those contained in the Smoke Free Illinois Act, which prohibits smoking in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment as well as in any government owned vehicles. The Smoke Free Illinois Act provides broad authority to the Village, both as a unit of government, as well as an employer, to further regulate smoking as long as it is no less restrictive than the Act.

The management team discussed the benefits of a tobacco-free workplace that would have a positive impact on user and non-user employees. The attached employment policy that would prohibit the use of all forms of tobacco (smoke and smokeless) as well as electronic cigarettes and alternative nicotine products while on-duty was shared with employees for review and comment in late-June. Employees provided very few comments with some questions asked about the implementation of the policy, which was originally considered for July. Staff chose to wait until the end of August before requesting that the Village Board approve the policy, which will be effective immediately. Smoking cessation resources will be provided to employees.

Implications:

Is this item budgeted?

Any other implications to be considered? Staff will be evaluating existing personnel policies to identify needed updates to address the legalization of cannabis possession and use pursuant to the Cannabis Regulations and Tax Act.

Attachments:

Resolution

Section 16.18 Tobacco Free Workplace Policy

RESOLUTION NO. 2019 -

**A RESOLUTION ADOPTING
AN AMENDMENT TO THE PERSONNEL POLICY MANUAL**

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties, Illinois that the "Personnel Policy Manual" dated October 22, 2001 is hereby amended with the attached Section 16.18 titled "Tobacco Free Workplace". The Mayor is authorized to execute and the Village Clerk is directed to attest to this adopting resolution.

ADOPTED this 26th day of August, 2019

AYES:

NAYS:

ABSENT:

Mayor, Village of Roselle

ATTEST:

Village Clerk

Article VI, Work Rules. 16.18. Tobacco Free Workplace (New Section)

The Village recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco and the harmful and dangerous chemicals contained within certain nicotine and vaping products. Therefore, in compliance with the State of Illinois Indoor Clean Air Act, it shall be the policy of the Village to provide a tobacco-free workplace by prohibiting the smoking and use of any tobacco product including smokeless tobacco, electronic cigarettes including vaping, or any other alternative nicotine product by all Village employees while in performance of their job duties. The prohibition includes in/on any Village property and any vehicle, or equipment leased, rented, or owned by the Village. Furthermore, these prohibitions may apply to contractors while in the performance of services to the Village. This policy does not pertain to the use of nicotine containing products approved by the United States Food and Drug Administration for sale and use as a tobacco cessation product or for other medical purposes.