



**ANNE M. GANNON**  
**TAX COLLECTOR, PALM BEACH COUNTY**

**Policies and Procedures**

<b>SUBJECT:</b> Tobacco Use	<b>POLICY NUMBER:</b> ADM - 2.09
<b>EFFECTIVE DATE:</b> 10/01/09	<b>REVISION DATE:</b>
<b>PAGE</b> 1 <b>of</b> 2	<b>APPROVED BY:</b> <i>Anne M. Gannon</i>

**PURPOSE:**

To reduce the negative impacts of continued tobacco use among Palm Beach County Tax Collector (PBCTC) employees and recognizing that:

- 1) The Surgeon General of the United States has declared that use of tobacco or tobacco products is hazardous to an individual's health; and
- 2) The impacts of continued use of tobacco products by employees increases insurance plan premium costs; and
- 3) The adverse impact to employees' health due to continued use of tobacco products increases the amount of lost work days and limited activity and thus reduces an employee's productivity; and
- 4) Reduced employee productivity adversely affects the operational services of the PBCTC.

**POLICY:**

Effective October 1, 2009, the PBCTC's Office will no longer hire employees who regularly use tobacco products. Individuals employed with PBCTC prior to October 1, 2009 and who are currently using tobacco products are exempt from the requirements of this policy. The definition of "tobacco products" shall include, but is not limited to, cigarettes, cigars, chewing tobacco, pipes and snuff. The intent of this policy is not to prohibit rare use of tobacco products. An individual who uses tobacco products only occasionally (no more than 4 times a year) is considered a non-user of tobacco or tobacco products.

**PROCEDURE:**

To be considered for employment with the PBCTC, all applicants must be a non-user of tobacco or tobacco products for at least one year preceding application, as evidenced by the sworn affidavit of the application, which shall be recertified by the employee on an annual basis.

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Any employee who signs the Non-Tobacco Use Affidavit and violates the Non-Tobacco Use policy will be subject to any of the following disciplinary actions including termination:

- Oral reminder
- Assessment of smoking surcharge
- Written reprimand
- Suspension
- Termination

The Excursion Team is responsible for monitoring compliance with the provisions of this policy.

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The Palm Beach County Tax Collector's Office does not employ individuals who now use or have used tobacco products within the last twelve (12) months.

**AFFIDAVIT**

I \_\_\_\_\_, do hereby affirm that I have not been a user of tobacco or tobacco products for at least one (1) year immediately preceding my application for employment. For purposes of this affidavit, tobacco products are defined as cigarettes, cigars, chewing tobacco, pipes and snuff in accordance with Human Resources Policy # ADM-2.09.

Under the penalties of perjury, I declare that I have read this affidavit and that my representations contained herein are true and correct.

DATED and SIGNED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SWORN TO AND SUBSCRIBED before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known to me OR who produced \_\_\_\_\_, as identification and who did take an oath.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Notary Name

NOTARY PUBLIC

State of \_\_\_\_\_ at large

My Commission Expires:

\_\_\_\_\_

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