

SYSTEM POLICY

HR-68 - Nicotine Free Hiring

Owner: Human Resources

Key Points

- This policy applies to The MetroHealth System (MHS) employees.
- This policy outlines the prohibition of tobacco or nicotine use by MHS employees to promote the safety, health and wellness of our organization and to comply with state and local ordinances.

Policy

1. Employment:
 - 1.1. MHS does not hire people who use tobacco or nicotine products (including Electronic Cigarettes² and nicotine replacement therapy products).
 - 1.2. MHS informs applicants of this policy at the time of application. MHS also informs applicants that, if they receive a conditional job offer, they will be subject to nicotine screening during their pre-employment health screening.
 - 1.3. Incoming employees offered conditional employment are required to pass a cotinine test during their pre-employment health screening to remain eligible for hire.
 - 1.4. Incoming employees who fail a cotinine test for any reason may reapply to MHS after 90 days.
2. MHS requires that incoming employees sign an acknowledgement form indicating they do not use nicotine or tobacco products and will not use them so long as they are employed by MHS.

End Notes

- ¹ Electronic Cigarettes (e-cigarettes) - Battery-powered devices that provide inhaled doses of nicotine by way of a vaporized solution.

References

[GEN-17 – Smoke Free Workplace](#)

Dates

Initiated June 2013, Revised May 2019, May 2020, May 2021

Approved

Alan Nevel - SVP Chief Diversity & HR Officer
MHS Policy Committee